

Freedom of Information Act (FOIA) Fee Itemization Form & Estimated Costs to Completion

ITEM	COST CALCULATIONS	TOTALS		
1 & 2. Labor	Enter the hourly wage of the lowest paid employee capable of			
Costs – Search,	performing the search, location and examination. \$15 per hour			
Location,				
Examination,	Divide the resulting hourly wage by four (4) to determine the			
and Redaction	charge per fifteen (15) minute increment. \$15 / 4 = \$3.75			
of Records*				
	Number of 15-minute increments (partial time increments must be			
	rounded down) multiplied by the permitted rate. Example:			
	Quarter Hour Increments: _8_ x \$3.75 = \$_30_			
	Full Hours: _2_x \$15.00 = \$_30_			
3. Non-Paper	Actual and most reasonably economical cost of:			
Physical Media				
	Flash Drives \$10 x (number used)= <u>\$</u>			
4. Paper Copies	Actual total incremental cost of duplication (not including labor) up			
	to a maximum of 15 cents per page:			
	Letter paper (8 $\frac{1}{2}$ " x 11") number of sheetsx \$0.15 = \$			
	Legal paper (8 ½" x 14") number of sheetsx \$0.15 = \$			
	(NOTE: Must print double-sided if available.)			
5. Labor Cost –	Enter the hourly wage of the lowest paid employee capable of			
Duplication	performing the duplication, copying, or transferring digital records			
Copying, and	to non-paper physical media. \$ 15 per hour			
transferring				
records to non-	Divide the resulting hourly wage by 4 to determine the charge per			
paper physical	15-minute increment \$15/4			
media	= \$3.75			
	Number of 15-minute increments (partial time increments must be			
	rounded down) multiplied by the permitted rate. Example:			
	Quarter Hour Increments: $64 \times $3.75 = 240			
	Full Hours: 16 x \$15.00 = \$240			
6. Mailing	Actual cost of mailing records in a reasonable and economical			
	manner:			
	Cost of mailing: \$			

	Cost of least expensive form of postal delivery confirmation: \$\$		
	Cost of expedited shipping or insurance only if specifically		
	stipulated by the requestor: \$ SUBTOTAL	Ś	
Waivers and Reductions**	Subtract any Waiver or Reduction Fee: \$20.00 for indigency or nonprofit organization as further described in the Village of Honor's procedures and guidelines. The Village of Honor reserves the right to determine whether fees are waived based on the assessment that the request enhances the public's understanding of government operations. \$ Reduction calculation due to the late response of the Village of Honor: 5% of fee x days late =% reduction (maximum reduction is 50%)		
Deposit	Subtract any good-faith deposit received: \$		
	TOTAL AMOUNT DUE		

ESTIMATED COST OF COMPLETION:

•	Hours (Researching & Copying) Paper/Media Cost for Mailing		\$ \$ \$
		TOTAL	\$

Official, Completing Document, Signature_____ Date_____ Date_____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) <u>may not be</u> <u>charged</u> unless the failure to charge a fee would result in <u>unreasonably high costs</u> to the Village of Honor <u>because of the</u> <u>nature of the request in the particular instance</u>, and the Village of Honor specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the Village of Honor in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools,* (Mich. App. Apr. 26, 2011), 2011 WL 1564645.

**A requester's inability to pay fees is not a legal basis for granting a fee waiver. Requests for records about oneself usually do not meet the standard for a fee waiver. The request should not primarily benefit the requester's commercial interests.