



# Morley Stanwood Community Schools

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## FOIA Fee Itemization Form

Requester's Name: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hand-Delivered     U.S. Mail     Email     Fax     Other

### Labor Costs<sup>ii</sup>

#### Searching/Locating/Examining Records

X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate<sup>iii</sup> iv</b>	<b>Fringe Benefit %<sup>v</sup></b>	<b>Overtime Rate<sup>vi</sup></b>	<b>No. of 15 min increments<sup>vii</sup></b>	<b>Total Charge</b>
X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate</b>	<b>Fringe Benefit %</b>	<b>Overtime Rate</b>	<b>No. of 15 min increments</b>	<b>Total Charge</b>
X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate</b>	<b>Fringe Benefit %</b>	<b>Overtime Rate</b>	<b>No. of 15 min increments</b>	<b>Total Charge</b>
X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate</b>	<b>Fringe Benefit %</b>	<b>Overtime Rate</b>	<b>No. of 15 min increments</b>	<b>Total Charge</b>

#### Separating & Deleting Exempt from Non-Exempt Information/Records

X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate*</b>	<b>Fringe Benefit %</b>	<b>Overtime Rate</b>	<b>No. of 15 min increments</b>	<b>Total Charge</b>

\*Contracted Labor Costs not to exceed 6x State minimum wage.

#### Duplicating or Publishing Records<sup>viii</sup>

X	+/=	=	\$_____/4 = _____	\$
<b>Hourly Rate</b>	<b>Fringe Benefit %</b>	<b>Overtime Rate</b>	<b>No. of 15 min increments</b>	<b>Total Charge</b>

Subtotal Labor Costs \$ \_\_\_\_\_

Name of person or firm engaged under contract to separate and delete exempt from non-exempt information/records, if applicable: \_\_\_\_\_

#### Copying Cost for Paper Copies<sup>ix</sup>

Letter (8 1/2" x 11")	Legal (8 1/2" x 11")	Paper Size:	Paper Size:
No. Sheets	No. Sheets	No. Sheets	No. Sheets
\$0. _____ each <sup>x</sup>	\$0. _____ each	\$0. _____ each	\$0. _____ each
\$	\$	\$	\$

Total Copy Charge \$ \_\_\_\_\_

## Postal Delivery Charges

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/Special Request
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Overnight Special Request  Yes  No

Total Charge \$ \_\_\_\_\_

## Non-Paper Physical Media

USB Flash Drive	Computer Discs	Other Digital Media	Other/Special Request
No. Used	No. Used	No. Used	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$0. _____ each	\$0. _____ each	\$0. _____ each	
\$ _____	\$ _____	\$ _____	\$ _____

Total Charge \$ \_\_\_\_\_

## Discounts

Qualified for Discount?  Yes  No. If yes, subtract \$20.

Indigence (maximum of 2 discounts per calendar year)

State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts)

Qualified for Waiver or Reduction as primary and benefiting the general public?  Yes  No

If yes, insert amount of waiver or reduction. \$ \_\_\_\_\_

Discounts (\$ \_\_\_\_\_)

Total Fees \$ \_\_\_\_\_

If estimated fee is over \$50, the District shall charge a good faith deposit of 50% of the estimated fee. Failure to pay the deposit within 48 calendar days of the District's notice constitutes abandonment, and the District is no longer required to fulfill the request.

Deposit Amount \$ \_\_\_\_\_ Est Date Available: \_\_\_/\_\_\_/\_\_\_ Paid  Yes  No

If a good faith deposit is paid, subtract the amount of the good-faith deposit received. (\$ \_\_\_\_\_)

Reduction for untimely response by District?  Yes  No

If yes, subtract 5% of labor costs x \_\_\_\_\_ days late =

Reduction (\$ \_\_\_\_\_)

[up to a maximum 50% reduction of labor costs]

Diverted to Spam/Junk Mail?  Yes  No.

If yes, indicate date and time *delivered to* Spam/Junk Mail [\_\_\_\_\_, 20\_\_ at \_\_\_ am/pm] and date and time *discovered in* Spam/Junk Mail [\_\_\_\_\_, 20\_\_ at \_\_\_ am/pm]<sup>xi</sup>

**Consider: Time increments for labor cost to copy & publish.**

Total Due \$ \_\_\_\_\_

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<sup>i</sup> A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the District. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. (See n. 11)

<sup>ii</sup> A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from non-exempt information unless failure to charge would result in unnecessarily high costs to the District.

<sup>iii</sup> The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

<sup>iv</sup> If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

<sup>v</sup> The District will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requester stipulates that records available on the District website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the District charge more than the actual cost of fringe benefits.

<sup>vi</sup> Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requester and agreed upon by the District.

<sup>vii</sup> In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See n. 8 for exception.) Divide the resulting hourly wage(s) by 4 to determine the charge per 15-minute increment.

<sup>viii</sup> Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District choosing, with all partial time increments rounded down. The District has determined to charge labor costs for duplicating or publishing records in 15-minute increments.

<sup>ix</sup> The District shall utilize the most economical means available for making copies, including using double-sided printing.

<sup>x</sup> The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" sheets of paper or "8½ x 14" sheets of paper.

<sup>xi</sup> If a written request is sent by electronic mail and delivered to the public District's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.