

Warren Woods Public Schools
STANDARD FORM FOR DETAILED ITEMIZATION OF FEES
CHARGED FOR FOIA REQUESTS

The following form shall be used by the District to calculate a fee or deposit charged for a FOIA request.

Pursuant to the Michigan Freedom of Information Act (FOIA), MCL 15.234, the following costs will be charged for responses to FOIA requests:		Total Cost				
1. Labor costs – searching for, locating, and examining public records Hourly Wage Charged: \$ _____ _____ 15 minute increments (rounded down)	If fee charged, describe nature of unreasonably high costs to District: _____ _____ _____	\$ _____				
2. Labor costs – separating and deleting of exempt information from nonexempt information. Hourly Wage Charged: \$ _____ Time Spent _____	If fee charged, describe nature of unreasonably high costs to District: _____ _____ _____	\$ _____				
3. Actual cost of records provided on nonpaper physical media (i.e. computer discs, computer tapes, or other digital media).	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"><u>Type of Media</u></td> <td style="border-bottom: 1px solid black; width: 40%;"><u>Cost</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Type of Media</u>	<u>Cost</u>			\$ _____
<u>Type of Media</u>	<u>Cost</u>					
4. Paper copies	_____ pages x \$0.10/page =	\$ _____				
5. Labor costs – duplication or publication, including making paper and digital copies Hourly Wage Charged: \$ _____	_____ time increment of District's choosing	\$ _____				
6. Actual cost of mailing *By least expensive form of postal delivery confirmation unless requestor stipulates otherwise	Envelopes/Packaging: \$ _____ Postage: \$ _____	\$ _____				
Fee reduction? List reason (indigency or protection and advocacy organization): _____	Subtract \$20 or Not Applicable	\$ _____				
Estimated Cost		\$ _____				
Good faith deposit required?	If estimated cost exceeds \$50, a good faith deposit of 50% of estimated cost is required <i>before</i> request will be processed	\$ _____ Paid _____ Date				
Note: Request will be processed, but balance must be paid <i>before</i> copies may be picked up, delivered, or mailed	Balance Due	\$ _____				