

City of East Grand Rapids Freedom of Information Act Request Itemized Cost Worksheet

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the City Commission.

1. Labor Cost to Locate
 Cost of labor directly associated with necessary searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.
 Actual minutes _____
 1/4-hr increments (rounded down) _____ x \$35.66/hr = \$ _____

2. Labor Cost for Copying
 Cost of labor directly associated with duplication, including making paper copies, digital copies or transferring digital records on non-paper physical media or by electronic means as stipulated by the requestor.
 Actual minutes _____
 1/4-hr increments (rounded down) _____ x \$35.66/hr = \$ _____

3. Labor Cost for Separating Exempt from Non-Exempt
 Cost of labor directly associated with separating and deleting exempt from nonexempt information.
 Actual minutes _____
 1/4-hr increments (rounded down) _____ x \$35.66/hr = \$ _____
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The City does not employ a person capable of separating exempt from non-exempt information, as determined by the FOIA Coordinator. This is the cost of a labor of a contracted attorney/consultant: _____
 Cost \$57.90/hr (6x\$9.65 minimum wage) \$ _____

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

The City will not charge more than the hourly wage of its lowest-paid employee capable of performing the tasks listed above (currently \$34.35 per hour), regardless of who actually performs the labor. Costs will be estimated and charged in 15-minute increments; all partial time increments will be rounded down. If the number of minutes is less than 15, there is no charge.

Fee being charged for labor costs in Sections 1 and 3 because failure to do so will result in unreasonably high costs to the City because of the nature of the request in this particular instance, specifically: _____

4. Copying, Duplication or Printing
 Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (ie, to allow for blacking out exempt information, to protect old/delicate originals, or because the original record is a digital file or database not available for public inspection).
 Copies / Cost Per Copy

_____ Letter (8½x11"), BLACK 1-side 4¢ / 2-side 7¢ per page	\$ _____
_____ Letter (8½x11"), COLOR 1-side 7¢ / 2-side 10¢ per page	\$ _____
_____ Legal (8½x14"), BLACK 1-side 4¢ / 2-side 7¢ per page	\$ _____
_____ Legal (8½x14"), COLOR 1-side 7¢ / 2-side 10¢ per page	\$ _____
_____ Ledger (11x17"), BLACK 1-side 10¢ / 2-side 15¢ per page	\$ _____
_____ Ledger (11x17"), COLOR 1-side 15¢ / 2-side 20¢ per page	\$ _____
_____ Plotter Prints (larger than 11x17"), \$1.00 per sheet	\$ _____

Actual and most reasonably economical cost of non-paper physical digital media (circle one): Disc / Tape / Flash Drive / Other _____ \$ _____

5. Mailing
 Actual cost of mailing for sending records in a reasonable economical and justifiable manner. The City will not charge more for expedited shipping or insurance unless specifically requested by the requestor. The City may charge for the least expensive form of postal delivery confirmation.

Envelope/Packing Material	\$ _____
Postage (stamp / pound / package)	\$ _____
Postal Delivery Confirmation	\$ _____
Expedited Shipping / Insurance <i>(if requested)</i>	\$ _____

Proof or Affidavit of Indigence Submitted: Yes _____ No _____ (\$20.00)

Reduction for late response, if necessary
 5% per day x _____ days past deadline (up to 50% of cost) = \$ _____ \$ _____

Total or Estimated Total Cost: \$ _____
If estimate exceeds \$50.00, a 50% deposit will be required before processing.

Note: Request will be processed, but balance must be paid before copies may be picked up, delivered or mailed. Date Paid: _____