Township: Keep original and provide copies of both sides		Township,	County	Detailed Cost Itemization
of each sheet, along with Public Summary, to requestor				
at no charge.	Phone:			

Freedom of Information Act Request Detailed Cost Itemization

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines. 1. Labor Cost for Copying / Duplication This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary	To figure the number of increments, take the number of	
This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.	number of increments, take	
making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.	number of increments, take	
This shall not be more than the hourly wage of the township's lowest-naid employee capable of necessary	number of increments, take	
duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.	I the number of	
These costs will be estimated and charged inminute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minute is less than one increment, there is no charge.	minutes:, divide byminute	
Hourly Wage Charged: \$ Charge per increment: \$ OR	increments, and round down.	
Hourly Wage with Fringe Benefit Cost: \$ OR	Enter below:	
Multiply the hourly wage by the percentage multiplier:% (up to 50% of the hourly wage) and add to the	Number of increments	1. Labor Cost
hourly wage for a total per hour rate. Charge per increment: \$	_	¢
Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit co	st) x=	9
2. <u>Labor Cost to Locate</u> : This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:		
The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.	To figure the number of increments, take the number of	
These costs will be estimated and charged inminute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.		
Hourly Wage Charged: \$ Charge per increment: \$	minute increments, and	
Hourly Wage with Fringe Benefit Cost: \$	round down. Enter below: Number of	2.
hourly wage for a total per hour rate. Charge per increment: \$	increments	Labor Cost
Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cos	st) x =	\$

3a. <u>Employee Labor</u> Cost for <u>Separating Exempt from Non-Exempt (Redacting)</u> :		
(Fill this out if using a township employee. If contracted, use No. 3b instead).		
The township 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.		
This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:		
This is the cost of labor of a township employee , including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged inminute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.	To figure the number of increments, take the number of minutes:, divide byminute increments, and round down.	
Hourly Wage Charged: \$ Charge per increment: \$	Enter below:	
OR Hourly Wage with Fringe Benefit Cost: \$	Number of increments x=	3a. Labor Cost \$
3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting): (Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.) The township 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. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside	To figure the number of increments, take the number of minutes:, divide byminute	
attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of (currently \$8.15). Name of contracted person or firm:	increments, and round down to: increments. Enter below: Number of	3b.
These costs will be estimated and charged inminute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge. Hourly Cost Charged: \$ Charge per increment: \$	increments	Labor Cost

4. <u>Copying / Duplication</u> Cost:		
Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection). No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:	Number of Sheets:	Costs:
to more than the <u>actual</u> cook of a check of paper, <u>ap to maximum to come per check</u> for	_	¢
 Letter (8 ½ x 11-inch, single and double-sided): cents per sheet Legal (8 ½ x 14-inch, single and double-sided): cents per sheet 	x = x =	\$
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:		
Other paper sizes (single and double-sided): cents / dollars per sheet	x=	\$
Actual and most reasonably economical cost of non-paper physical digital media:	No. of Items:	
Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item:	x=	\$
The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch		4. Total Copy Cost
paper. A township must utilize the most economical means available for making copies of public records,		\$
including using double-sided printing, if cost saving and available.		,
5. Mailing Cost: The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.		
 The township <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation. The township <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requestor.* 	Number of Envelopes or Packages:	Costs:
Actual Cost of Envelope or Packaging: \$	x =	\$
Actual Cost of Postage: \$ per stamp \$ per pound	x=	\$
\$ per package	x=	\$
Actual Cost (least expensive) Postal Delivery Confirmation: \$	x=	\$
*Expedited Shipping or Insurance as Requested: \$	x=	\$
* Requestor has requested expedited shipping or insurance		5. Total Mailing Cost \$

6a. Copying/Duplicating Cost for Records Already on Township's Website:		
If the public body has included the website address for a record in its written response to the requestor, <u>and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media</u> , the township will provide the public records in the specified format and may charge copying costs to provide those copies.	Number of	
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:	Sheets:	Costs:
 Letter (8 ½ x 11-inch, single and double-sided): cents per sheet Legal (8 ½ x 14-inch, single and double-sided): cents per sheet 	x = x =	\$ \$
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:		
Other paper sizes (single and double-sided): cents / dollars per sheet		\$
Actual and most reasonably economical cost of non-paper physical digital media:	No. of Items:	
Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item:	x=	\$
Requestor has stipulated that some / all of the requested records that are <u>already available on the township's website</u> be provided in a paper or non-paper physical digital medium.		6a. Web Copy Cost
		\$
6b. Labor Cost for Copying/Duplicating Records Already on Township's Website: This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged inminute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge. Hourly Wage Charged: \$ Charge per increment: \$ Multiply the hourly wage by the percentage multiplier: % and add to the hourly wage for a total per hour rate. The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format. Overtime rate charged as stipulated by Requestor	To figure the number of increments, take the number of minutes:, divide byminute increments, and round down. Enter below: Number of increments x =	6b. Web Labor Cost
6c. Mailing Cost for Records Already on Township's Website:	Number:	Costs:
Actual Cost of Envelope or Packaging: \$		\$
Actual Cost of Postage: \$ per stamp / per pound / per package	x=	\$
Actual Cost (least expensive) Postal Delivery Confirmation: \$* *Expedited Shipping or Insurance as Requested: \$	x = x =	\$ \$
* Requestor has requested expedited shipping or insurance		6c. Web Mailing Cost \$

Estimated Time Frame to Provide Records: (days or date) The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.	or Deposits:	6a. Copying/Dupli 6b. Labor Cost for	2. Labo 3a. Labo Contract Labo 4. Copying/I cation of Rec Copying Rec		\$
Waiver: Public Interest A search for a public record may be conducted or copies of a reduced charge if the township determines that a waiver because searching for or furnishing copies of the public regeneral public. All fees are waived	or reduction of the cord can be consider	e fee is in the public inte	erest fiting the	Subtotal Fees After Waiver:	\$
Discount: Indigence A public record search must be made and a copy of a published first \$20.00 of the fee for each request by an individual with the second search must be made and a copy of a published first \$20.00 of the fee for each request by an individual with the second second search must be made and a copy of a public second secon	ho is entitled to infect and receiving special inability to pay the shall inform the relividual is ineligible inted copies of publication with outsing individual to make a wit that the requestion of the remuneration in the rem	cormation under this act ecific public assistance, cost because of indiger questor specifically of the for this fee reduction if polic records from the sand ide parties who are offer the request. A public best is not being made in cost is not being made in cost is section.	and who: OR nce. he reason ANY of the me public ring or ody may conjunction	Subtotal Fees After Discount (subtract \$20):	\$
Discount: Nonprofit Organization A public record search must be made and a copy of a publish \$20.00 of the fee for each request by a nonprofit organizativities under subtitle C of the federal Developmental Distriction and Advocacy for Individuals with Metallowing requirements: (i) Is made directly on behalf of the organization (ii) Is made for a reason wholly consistent with the under section 931 of the Michigan Mental Health (iii) Is accompanied by documentation of its designation.	anization formally of sabilities Assistance ental Illness Act, if or its clients. The mission and profit Code, 1974 PA 2 gnation by the state and profit and profit Code.	designated by the state te and Bill of Rights Act f the request meets ALL ovisions of those laws 158, MCL 330.1931.	to carry out of 2000 and _ of the	Subtotal Fees After Discount (subtract \$20):	\$

Deposit: Good Faith The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit:%	Date Paid:	Deposit Amount Required:
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.		Percent Deposit
the current written request's increased estimated fee deposit. A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:		Required:%
(a) The individual is able to show proof of prior payment in full to the township, OR(b) The township is subsequently paid in full for the applicable prior written request, OR(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.	Date Paid:	Deposit Required:
Late Response Labor Costs Reduction If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following: (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: (i) The late response was willful and intentional, OR (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Number of Days Over Required Response Time: Multiply by 5% = Total Percent Reduction:	Total Labor Costs \$ Minus Reduction \$ = Reduced Total Labor Costs \$
The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from: Website: Email: Address:	Date Paid:	Total Balance Due:
Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed		\$

(Form created by Michigan Townships Association, April 2015)