Tracking Number:	
FOIA Coordinator	· Approval:

<u>Iosco Township</u> <u>FOIA Fee Itemization Form</u> (Effective September 15, 2022)

Labor Charges	Itemization	Total
1. Search, Location, and Examination of Records	Staff person completing the work minutes* (cumulative)	
	\$per hour*	
	*The hourly rate will be calculated by using the hourly wage of lowest paid employee capable of performing the search, location and examination of records. Labor charges will be assessed in 15 minute increments and rounded down.	\$
2. Separating & Deleting Exempt from Non-exempt including Redaction	Staff person completing the work minutes* (cumulative) \$per hour*	
	*Hourly wage of lowest paid employee capable of performing the separation & redaction. Labor charges will be assessed in 15 minute increments and rounded down.	\$
3. Contracted Labor Costs – Redaction	Name of person or firm contracted: hours	
	per hour charged by outside firm* (15 min. increments-rounded down) ORper hour maximum allowable rate	
	*Hourly rate charged by contracted labor (may not exceed six (6) times the State minimum wage (i.e. \$9.25x6=\$55.50)	\$
4. Duplication, Copying (paper or digital), transferring records to non- paper media	Staff person completing the work minutes* (cumulative) \$per hour*	
	*The hourly rate will be calculated by using the hourly wage of lowest paid employee capable of performing the duplication, copying or transferring of digital records to non-paper physical media. Labor charges will be assessed in 15 minute increments and rounded down.	\$

5. Non-Paper	Actual Cost of Media:		
Physical Media	Flash Drives \$ x = \$		
	Computer Discs \$ = \$		
	Other Media \$ = \$	\$	
6. Paper Copies	Letter & Legal Size Paper		
	number of sheets x \$0.25 = \$ Other Paper:		
	Size: number of sheets x \$ = \$		
	Size: number of sheets x \$ = \$		
	Commercial Copier: number of sheets x \$ = \$		
	(Copies will be double sided if cost saving & available) \$		
7. Mailing Costs	Actual cost of mailing records in a reasonable and economical manner:		
	Postage \$		
	Envelope or box \$ Cost of least expensive postal delivery confirmation unless otherwise		
	requested by applicant: \$	\$	
Costs for Providing Documents Available on the	The Township has notified the requestor in its written response that all or part of the requested information is available on its website. The detailed itemization for the information on the website is as follows:		
Website	Labor Costs:Searching, Locating and Examination of Records\$Copying or Duplication\$Direct Costs:Copies# of Copies x per sheet\$Non-paper Media Cost\$		
	Staff: Record the time spent on items available on our website. This is necessary to include in our response letter.	\$	
Total Fee		\$	
Waivers and Reductions	Record reason for waiver or redaction:	-\$	
	Refer to Policies and Guidelines for details.		
Good Faith	Over \$50.00 50% Deposit Due		
Deposits	Increased Estimated Fee 100% Deposit Due	-\$	
Amount Due	Notes:	\$	