



St. Clair County
 200 Grand River Avenue, Suite 203
 Port Huron, MI 48060
 Phone: 810-989-6900



Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No: _____ Date Request Received: _____

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to St. Clair County's FOIA Policies and Guidelines.</p>		
<p>1. Labor Cost for Copying / Duplication</p> <p>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.</p> <p>This shall not be more than the hourly wage of the county'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.</p> <p>These costs will be estimated and charged in 15-minute time increments as set by the St. Clair County Board of Commissioners ; all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge</i></p> <p>Hourly Wage Charged: _____ Time Required: _____</p> <p>Hourly Wage with Fringe Benefit Cost: \$ -</p> <p>Multiply the hourly wage by the percentage multiplier: 50%</p> <p>(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.</p> <p>Number of Increments _____</p> <p>Rounded Increments _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>		<p>1. Labor Cost</p> <p>\$ -</p>
<p>2. Labor Cost to Locate:</p> <p>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 county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically</p> <p>The county 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.</p> <p>Hourly Wage Charged: _____ Time Required (minutes) _____</p> <p>Hourly Wage with Fringe Benefit Cost: \$ -</p> <p>Multiply the hourly wage by the percentage multiplier: 50%</p> <p>(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.</p> <p>Number of Increments _____ 0</p> <p>Rounded Increments _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>		<p>2. Labor Cost</p> <p>\$ -</p>

<p>3a. <u>Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):</u></p> <p>The county 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</p> <p>This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically</p> <hr/> <p>This is the cost of labor of a county 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 county'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.</p> <p>Hourly Wage Charged: _____ Time Required (minutes) _____</p> <p>Hourly Wage with Fringe Benefit Cost: \$ -</p> <p>Multiply the hourly wage by the percentage of _____ 50% Number of Increments _____ 0 <i>(up to 50% of the hourly wage)</i> and add to the hourly wage for a total per hour rate. Rounded Increments _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor <i>(overtime is not used to calculate the fringe benefit cost)</i></p>		<p>3a.Labor Cost</p> <p>\$ -</p>
<p>3b. <u>Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):</u></p> <p>The county 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</p> <p>This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically</p> <hr/> <p>As this county 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 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 _____ <i>(currently \$8.15)</i>.</p> <p>Name of contracted person or firm: _____</p> <p>These costs will be estimated and charged in 15-minute time increments <i>(must be 15-minutes or more)</i>; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge</i></p> <p>Hourly Cost Charged _____ Time Required (minutes) _____</p> <p>Number of Increments _____ 0</p> <p>Rounded Increments _____</p>		<p>3b.Labor Cost</p> <p>\$ -</p>
<p>4. <u>Copying / Duplication Cost:</u></p>		

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:

Letter - Black and white (8 1/2 x 11-inch, single and double-sided):	\$ 0.01	per sheet
Letter - Color (8 1/2 x 11-inch, single and double-sided):	\$ 0.04	per sheet
Legal - Black and white (8 1/2 x 14-inch, single and double-sided):	\$ 0.02	per sheet
Legal - Color (8 1/2 x 14-inch, single and double-sided):	\$ 0.05	per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

Other paper sizes (single and double-sided): _____ per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

<u>Thumb Drive</u>	
2 GB	\$ 5.15
4 GB	\$ 5.24
8 GB	\$ 5.46
<u>CD</u>	\$ 0.15
<u>Other</u> _____	_____

The cost of paper copies **must** be calculated as a total cost per sheet 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 paper. A county 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 county 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 county *may* charge for the least expensive form of postal delivery confirmation.

The county *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: _____
 Actual Cost of Postage _____
 Actual Cost (least expensive) Postal Delivery Confirmation: _____

*Expedited Shipping or Insurance as Requested _____

* Requestor has requested expedited shipping or insurance

Number of sheets:	Costs:
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Number of items:	Costs:
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	4. Total copy cost:
	\$ -
Number of Envelopes or Packages:	Costs:
	\$ -
	\$ -
	\$ -
	\$ -
	5. Total mailing Cost:
	\$ -

6a. Copying/Duplicating Cost for Records Already on County's Website:

If the public body has included the website address for a record in its written response to the requestor, 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, the county will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

Letter - Black and white (8 1/2 x 11-inch, single and double-sided):	\$ 0.01	per sheet
Letter - Color (8 1/2 x 11-inch, single and double-sided):	\$ 0.04	per sheet
Legal - Black and white (8 1/2 x 14-inch, single and double-sided):	\$ 0.02	per sheet
Legal - Color (8 1/2 x 14-inch, single and double-sided):	\$ 0.05	per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

Other paper sizes (single and double-sided): _____ per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

Thumb Drive

2 GB	\$ 5.15
4 GB	\$ 5.24
8 GB	\$ 5.46
CD	\$ 0.15

Other _____

Requestor has stipulated that some or all of the requested records that are already available on the county's website be provided in a paper or non-paper physical digital medium.

6b. Labor Cost for Copying/Duplicating Records Already on County's Website:

This shall not be more than the hourly wage of the county'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 in 15-minute time increments as set by the St. Clair County Board of Commissioners ; all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge*

Hourly Wage Charged: _____ Time Required: _____

Hourly Wage with Fringe Benefit Cost: \$ -

Multiply the hourly wage by the percentage multiplier: _____ 50%

The county 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

6c. Mailing Cost for Records Already on County's Website:

Actual Cost of Envelope or Packaging: _____
 Actual Cost of Postage _____
 Actual Cost (least expensive) Postal Delivery Confirmation: _____
 *Expedited Shipping or Insurance as Requested _____

* Requestor has requested expedited shipping or insurance

Subtotal Fees Before Waivers, Discounts or Deposits

1. Labor Cost for Copying:	\$ -
2. Labor Cost to Locate:	\$ -

Number of sheets:	Costs:
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Number of items:	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	6a. Web copy cost:
	\$ -
	6b. Web Labor Cost
	\$ -
	6c. Web Mailing Cost
	\$ -

Estimated Time Frame to Provide Records
 _____ (days or date)
The time frame estimate is nonbinding upon the county, but the county is providing the estimate in good faith. Providing an estimated time frame does not relieve the county from any of the other requirements of this act.

Cost estimate
 Bill

3a. Labor Cost to Redact:	\$	-
3b. Contract Labor Cost to Redact:	\$	-
4. Copying/Duplication Cost:	\$	-
5. Mailing Cost:	\$	-
6a. Copying/Duplication of Records on Website:	\$	-
6b. Labor Cost for Copying Records on Website:	\$	-
6c. Mailing Costs for Records on Website:	\$	-
Subtotal Fees:	\$	-

Waiver: Public Interest
 A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the county determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
 All fees are waived OR All fees are reduced by: _____

Subtotal Fees After Waiver:	
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Discount: Indigence
 A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:
 1.) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
 2.) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.
 If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:
 (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR
 (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.
 Eligible for Indigence Discount

Subtotal Fees After Discount (subtract \$20)	
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Discount: Nonprofit Organization
 A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:
 (i) Is made directly on behalf of the organization or its clients.
 (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.
 (iii) Is accompanied by documentation of its designation by the state, if requested by the county.
 Eligible for Nonprofit Discount

Subtotal Fees After Discount (subtract \$20)	
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Deposit: Good Faith

