

STANDARD FOIA FEE FORM¹

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, IF more than \$50. 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).	<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, public interest, etc): _____	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	\$ _____

¹ This form provides a detailed itemization of fees charged for a request made under the FOIA, as required by MCL 15.234(4).