**Freedom of Information Act**

**Request for Information Itemization of Fees Standard Form**

**Onsted Community Schools**

Requester Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Pursuant to the requirements of Michigan’s Freedom of Information Act, the following fees will be assessed by Onsted Community Schools for the provision of the requested public record(s).

**□** This is an estimate of the fees to be charged by Onsted Community Schools to provide the requested information.

**□** This is an itemized list of the actual charges for production of the requested public records.

**Labor Costs for Searching, Locating, and Examining Public Records**

**□** Labor costs for searching, locating, and examining the requested public records will be charged as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Person Name | Time¹ | Hourly Rate | Hourly Benefit Multiplier² | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |

**¹**Time is to be calculated in 15 minute increments, with all partial increments rounded down.

² The multiplier percentage shall not exceed 50%.

**Labor Costs for Separating and Deleting Exempt Information from Nonexempt Information**

**□** Labor costs for separating and deleting exempt information from nonexempt information will be charged as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Person/Contracted Firm Name | Time¹ | Hourly Rate | Hourly Benefit Multiplier² | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |

**¹**Time is to be calculated in 15 minute increments, with all partial increments rounded down.

² The multiplier percentage shall not exceed 50%.

**Electronic Record Provision Costs**

**□** Electronic record provision costs will be charged as follows:

|  |  |
| --- | --- |
| Type of Electronic Media | Total Cost of Media |
|  |  |
|  |  |

**Paper Copy Costs**

**□** Paper copy costs will be charged as follows:

|  |  |  |
| --- | --- | --- |
| Number of Pages | Cost per Page | Total Cost |
|  | $.10 |  |

**Labor Costs for Duplication or Publication**

**□** Labor costs for duplication or publication, including making paper copies, making digital copies, or transferring digital public records to electronic media will be charged as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Person Name | Time¹ | Hourly Rate | Hourly Benefit Multiplier² | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |

**¹**Time is to be calculated in 15 minute increments, with all partial increments rounded down.

² The multiplier percentage shall not exceed 50%.

**Mailing Costs**

**□** Mailing costs will be charged as follows:

|  |  |  |
| --- | --- | --- |
| Mailing Service | Weight | Cost of Mailing |
|  |  |  |
|  |  |  |

**Good-faith Deposit**

**□** Onsted Community Schools requires a good-faith deposit of $\_\_\_\_\_\_\_\_.

**Response Time Estimate**

Onsted Community Schools estimates that it will take \_\_\_\_\_\_\_\_\_ days to provide the nonexempt public records.

**Cost Reduction**

**□** Pursuant to Michigan’s Freedom of Information Act, a cost reduction of $\_\_\_\_\_\_\_ will be applied. The cost reduction resulted from the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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