Z-04B

Detailed Cost Itemization

Library: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Van Buren District Library 200 N Phelps Street, Decatur, MI 49045 (269) 423-4771

Freedom of Information Act Request Detailed Cost Itemization

Date: Prepared for Request Number:	Date Request Recei	ived:
The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Library's FOIA Policies and Guidelines.		
This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requesting person on non-paper physical media or through the Internet or other electronic means as stipulated by the requesting person. This shall not be more than the hourly wage of the Library'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; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor charge. Hourly Wage Charged: \$ Charge per increment: \$ OR Multiply the hourly wage by the percentage multiplier: %	To figure the number of increments, take the number of minutes:, divide byminute increments, and round down. Enter below:	
(up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate. Charge per increment: \$	No. of increments x =	1. Labor Cost \$
2. Labor Cost to Locate: 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 Library because of the nature of the request in this particular instance, specifically:		
The Library 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 in 15-minute time increments, all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>	minutes:, divide by	
Hourly Wage Charged: \$ Charge per increment: \$ OR Hourly Wage with Fringe Benefit Cost: \$ OR Multiply the hourly wage by the percentage multiplier: % (up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate. Charge per increment: \$	-minute increments, and round down. Enter below: No. of increments x =	2. Labor Cost
benefit cost)		

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TOTA Request For Detailed Cost Iterinization		<u> </u>
3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting): (Fill this out if using Library employee. If contracted, use No. 3b instead). The Library will not charge 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 Library because of the nature of the request in this particular instance, specifically:		
This is the cost of labor of a Library 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 Library'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 in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>	To figure the number of increments, take the number of minutes:	
Hourly Wage Charged: \$ Charge per increment: \$, divide by	
Hourly Wage with Fringe Benefit Cost: \$ OR Multiply the hourly wage by the percentage multiplier: % (up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate. Charge per increment: \$ Overtime rate charged as stipulated by requesting person (overtime is not used to calculate fringe benefit cost)		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 Library 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 Library because of the nature of the request in this particular instance, specifically:		
As the Library 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 (currently \$8.15).	To figure the number of increments, take the number of minutes: , divide by	
Name of contracted person or firm:	, aivide by minute	
These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>	increments, and round down. Enter below:	
Hourly Wage Charged: \$ Charge per increment: \$		
Hourly Wage with Fringe Benefit Cost: \$	No. of increments x =	3b. Labor Cost
• Overtime rate charged as stipulated by Requesting person (overtime is not used to calculate fringe benefit cost)		

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4. Copying / Duplication 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:	No. of Sheets:	Costs:
 Letter (8½ x 11-inch, single- or double-sided): cents per sheet Legal (8½ x 14-inch, single- or double-sided): cents per sheet 	x = x =	
No more than the actual cost of a sheet of paper:	x=	\$
• Other paper sizes (single- or 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=	\$
The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. <u>The Library must utilize the most economical means available for making copies of public records, including using double sided printing, if cost saving and available.</u>		4. Total Copy Cost \$
5. Mailing Cost:		
The Library will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner.		
 The Library <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation. The Library <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requesting person* 	No. of Envelopes or Packages:	Costs:
Actual Cost of Envelope or Package: \$	x=	\$
Actual Cost of Postage: \$ per stamp \$ per pound	x = x =	\$ \$
\$per package Actual Cost (least expensive) Postal Delivery Confirmation: \$	x=	\$ \$
*Expedited Shipping or Insurance as Requested: \$	x = x =	\$ \$
*Requesting person has requested expedited shipping or insurance		5. Total Mailing Cost

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6a. Copying / Duplication Cost for Records Already on Library's Website:		
If the Library has included the website address for a record in its written response to the requesting person, 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 Library 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:	No. of Sheets:	Costs:
 Letter (8½ x 11-inch, single and double-sided): cents per sheet Legal (8½ 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 other paper sizes:	x=	\$
• 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=	\$
Requesting person has stipulated that some / all of the requested records that are <u>already on the Library's website</u> be provided in a paper or non-paper physical digital medium.		6a. Web Copy Cost \$
6b. <u>Labor</u> Cost for Copying / Duplicating <u>Records already on Library's Website</u> :		
This shall not be more than the hourly wage of the Library'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; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor 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 Library 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. Charge per increment: \$	To figure the number of increments, take the number of minutes:, divide byminute increments, and round down. Enter below: No. of increments x =	6b. Web Labor Cost \$
• Overtime rate charged as stipulated by requesting person		
Actual Cost of Envelope or Package: \$	Number: x	Costs: \$ \$ \$ \$ \$ \$ \$
*Requesting person requested expedited shipping or insurance		6c. Web Mailing Cost \$

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Subtotal Fees Before Waivers, Discounts or Deposits:	a cost Estimate	1 Laho	r Cost for Conving:	\$
Estimated Time Frame to Provide Records:	1. Labor Cost for Copying: 2. Labor Cost to Locate:		\$	
	3a. Labor Cost to Redact: 3b. Contract Labor Cost to Redact:		\$ \$	
The time frame estimate is nonbinding upon the	4. Copying/Duplication Cost:		\$	
Library, but the Library is providing the estimate in	6a. Copying/Dup	olication of F	5. Mailing Cost: Records on Website:	\$ \$
good faith. Providing an estimated time frame does not relieve the Library from any of the other	6b. Labor Cost for Copying Records on Website: 6c. Mailing Costs for Records on Website:			\$ \$
requirements of the Freedom of Information Act.	oc. mann	g Custs for r	Records on Website.	\$ \$
			Subtotal Fees:	J
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 Library 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 benefitting the general public.				
★ All fees are waived <u>OR</u> ★ All fee	es are reduced by:	%	Subtotal Fees After Waiver or Reduction:	\$
Discount: <u>Indigence</u>				
A public record search must be made and a copy of a public record the first \$20.00 of the fee for each request by an individual who Freedom of Information Act and who:				
 Submits an affidavit stating that the individual is indigent at If not receiving public assistance, stating facts showing indigency. 				
If a requestor is ineligible for the discount, the Library shall inform to for ineligibility in the Library's written response. An individual is in of the following apply:				
 The individual has previously received discounted copi twice during that calendar year, OR 	ies of public records from	the Library		
ii. The individual requests the information in conjunction we providing payment or other remuneration to the individed may require a statement by the requestor in the affidavial conjunction with outside parties in exchange for payment.	lual to make the request. That the request is not being	The Library	Subtotal Fees After Discount	
	& Eligible for Indigence	Discount	(subtract \$20):	\$
Discount: Nonprofit Organization				
A public record search must be made and a copy of a public record the first \$20.00 of the fee for each request by a nonprofit organizate carry out activities under subtitle C. of the Developmental Disabilities 2000 and the Protection and Advocacy for Individuals with Mental II the following requirements:	ion formally designated by es Assistance and Bill of Ri	the state to ghts Act of		
i. Is made directly on behalf of the organization or its clien	ts.			
 Is made for a reason wholly consistent with the missic section 931 of the Mental Health Code, 1974 PA 258, Mental Healt		laws under		
iii. Is accompanies by documentation of its designation by the		-	Subtotal Fees After Discount	\$
	₡ Eligible for Indigence	Discount	(subtract \$20):	

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Deposit: Good Faith		Deposit
The Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed ½ of the total estimated fee. Percent of Deposit:%	Date Paid:	Amount Required:
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full		
After a Library has granted and fulfilled a written request from an individual under the Freedom of Information Act, if the Library has not been paid in full the total amount of fees for the copies of public records that the Library made available to the individual as a result of that written request, the Library 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 Library's possession. (c) The public records were made available to the individual, subject to payment, within the time frame estimate given on Page 5 of this form. (d) Ninety (90) days have passed since the Library 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 Library. (f) The Library 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 Required:
A Library can no longer require an increased estimated fee deposit from an individual if ANY of the following apply: (a) The individual is able to show proof of prior payment in full to the Library, OR (b) The Library 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 Library.	Date Paid:	Deposit Required:
Late Response <u>Labor Costs</u> Reduction		
If the Library does not respond to a written request in a timely manner as required under MCL 15.235(2), the Library must do the following:		Total Labor Costs
 (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Library 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 to MCL 15.231 et seq. or 1976 Public Act 442, 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:	Minus Reduction S = Reduced Total Labor Costs S
The Public Summary of the Library's FOIA Procedures and Guidelines is available free of charge from: Website: Email:		
Website: Email: Phone: Address: Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed	Date Paid:	Total Balance Due:

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