

**OTSEGO DISTRICT PUBLIC LIBRARY DETAILED ITEMIZATION**

<b>LABOR CHARGES</b>	
<p><b>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>.</b></p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier=\$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p><b>A. Total Fee (hourly wage x total time):</b> \$ _____</p>
<p><b>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</b></p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). _____ hours.</p>	<p>1.a Hourly wage for employees: \$ _____</p> <p>1.b Total time for employees: _____ hours</p> <p><b>1.c Total Employee labor charge (hourly wage x hours):</b> \$ _____</p>

<p>2. <i>For Contracted Labor Costs:</i></p> <p><input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:</p> <p>_____</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$_____</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>2.a Contracted labor hourly wage: \$_____</p> <p>2.b Contracted labor hours: _____ hours</p> <p><b>2.c Total Fee for contracted labor (hourly wage x hours):</b> \$_____</p>
<p><b>C. Cost for Duplication and Publication.</b></p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$_____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$_____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$_____</p> <p>Total time: _____ hours</p> <p><b>C. Total Fee (hourly wage x hours)</b> \$_____</p>

<b>Other Actual Costs</b>		
<p><b>D. Costs for Paper Copies.</b>  The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper:  \$_____ per sheet x _____ number of sheets = \$_____.</p> <p>2. Other paper sizes:  \$_____ per sheet x _____ number of sheets = \$_____.</p>		<p><b>D. Total Fee (add totals for all sizes of paper):</b>  \$_____</p>
<p><b>E. Costs for Nonpaper Physical Media.</b>  The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media:  \$_____ per item x _____ number of items .</p>		<p><b>E. Total Fee:</b>  \$_____</p>
<p><b>F. Cost of Mailing:</b></p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>		<p><b>F. Total Fee: (add all 3 costs):</b>  \$_____</p>
<b>Costs for Providing Documents Available on the Website</b>		
<p>G.<input type="checkbox"/> The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:</p> <p>1. <i>Labor Costs – Searching for, locating and examining:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor.  \$_____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$_____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down _____ hours.</p>		<p>1. Total fee (hourly wage x hours):  \$_____</p>

2. *Labor Costs: Copying or Duplication:*

a. Determination of Hourly wage:

The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor.

\$ \_\_\_\_\_

This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of \_\_\_\_\_% (hourly wage x percentage multiplier = \$ \_\_\_\_\_)

This hourly wage is an overtime rate that was agreed to by the requestor in the amount of \$ \_\_\_\_\_ per hour.

b. Determination of total time using increments of \_\_\_ minutes with partial time rounded down. \_\_\_\_\_ hours.

3. The actual total incremental cost of necessary duplication and publication:

a. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper:  
\$ \_\_\_\_\_ per sheet x \_\_\_\_\_ number of sheets = \$ \_\_\_\_\_.

b. Other paper sizes:  
\$ \_\_\_\_\_ per sheet x \_\_\_\_\_ number of sheets = \_\_\_\_\_.

4. Costs for Nonpaper Physical Media

\$ \_\_\_\_\_ per item x \_\_\_\_\_ number of items.

5. Cost of Mailing:

a. The actual cost of mailing in a reasonably commercial and justifiable manner: \$ \_\_\_\_\_

b. The charge for the least expensive postal delivery confirmation:  
\$ \_\_\_\_\_

c. Costs for the envelope or box for mailing. \$ \_\_\_\_\_

The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.

2. Total fee (hourly wage x hours):

\$ \_\_\_\_\_

3. Total cost for paper copies:

\$ \_\_\_\_\_

4. Total cost for nonpaper physical media:

\$ \_\_\_\_\_

5. Total cost of Mailing:

\$ \_\_\_\_\_

**G. Total Cost for Providing Documents:**

\$ \_\_\_\_\_

**1. Subtotal Charges: Add Items A – F Above:**

**2. Subtotal with Website Document Charges from G above if applicable**

**Total Fee:**

\$ \_\_\_\_\_

Total Fee with website records included if applicable

\$ \_\_\_\_\_.

<b>Waivers or Reductions</b>		
<b>Public Interest Reduction or Waiver.</b> The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator 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. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$_____		Subtract \$_____
<b>Waiver of Fees of First \$20.00.</b> A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: <b>1. Indigency:</b> Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. <b>2. Certain Non-Profit Organizations.</b> A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.		Subtract Waiver of Fee: \$_____
<b>Reduction for Late Response:</b> If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) or the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$_____		Subtract \$_____ of labor charges (up to 50% of labor costs).
<b>Final Total After Any Applicable Reductions or Waivers:</b>		\$_____
<b>Deposit:</b> <input type="checkbox"/> The Library requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The Library requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.  The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$_____ <input type="checkbox"/> Deposit Paid on _____
<b>Total Fee</b> \$ _____ <b>- Deposit Amount</b> \$ _____ <b>= Remaining Fee Due of</b> \$ _____ <input type="checkbox"/> Fee Paid on _____		Total Fee Due: \$_____