



FOIA Fee Itemization Schedule

Component	Cost Calculations	Total
Labor Cost – Search, Location and Examination	Hourly wage of lowest paid capable employee <u>\$17.42</u> <u>\$17.42</u> multiplied by the 50% fringe benefit multiplier = <u>\$8.71</u> <u>\$17.42</u> + <u>\$8.71</u> = <u>\$26.31</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15 minute increment) = <u>\$6.53 (A)</u> Number of 15 minute time increments (“Units”) _____ (B) _____ (A) x _____ (B) =	\$ _____
Labor Cost - Redaction	Hourly wage of lowest paid capable employee <u>\$17.42</u> <u>\$17.42</u> multiplied by the 50% fringe benefit multiplier = <u>\$8.71</u> <u>\$17.42</u> + <u>\$8.71</u> = <u>\$26.13</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15 minute increment) = <u>\$6.53 (C)</u> Number of 15 minute time increments (“Units”) _____ (D) _____ (C) x _____ (D) =	\$ _____
Labor Cost – Duplication and Copying	Hourly wage of lowest paid capable employee <u>\$8.50</u> <u>\$8.50</u> multiplied by the 50% fringe benefit multiplier = <u>\$4.25</u> <u>\$8.50</u> + <u>\$4.25</u> = <u>\$12.75</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15 minute increment) = <u>\$3.19 (E)</u> Number of 15 minute time increments (“Units”) _____ (F) _____ (E) x _____ (F) =	\$ _____
Non-Paper Physical Media	Actual and most reasonable economical cost of: Flash Drives <u>\$5.00</u> x Number used _____ = \$ _____ (G) Compact Disc <u>\$ 0.19</u> x Number used _____ = \$ _____ (H) _____ (G) x _____ (H) =	\$ _____



FOIA Fee Itemization Schedule

Component	Cost Calculations	Total
Paper Media	Paper (8 ½ x 11) \$0.25 x Sheets used _____ =	\$ _____
Mailing	Cost of least expensive postal deliver confirmation \$ _____ (I) Incremental cost of expedited/insured shipping* \$ _____ (J) _____ (I) x _____ (J) =	\$ _____
	*Only upon stipulation of requestor	
	Subtotal (K):	\$ _____
Reductions for Delayed Response	Days of late FOIA Request Response _____ x 5% = _____ % (L) Subtotal _____ (K) x _____ (J) =	-\$ _____
Statutory Fee Waiver	Subtract indigence fee waiver (\$20.00), if applicable.	-\$ _____
Voluntary Waiver	Subtract amount waived pursuant to MCN determination that production is in the public interest, if applicable.	-\$ _____
Deposit	Subtract any amount previously provided by requestor as a deposit, if applicable.	-\$ _____
	Total Due:	\$ _____