



FOIA Fee Itemization Schedule

Component	Cost Calculations	Total
Labor Cost – Search, Location and Examination	<p>Hourly wage of lowest paid capable employee <u>\$19.42</u> <u>\$19.42</u> multiplied by the 50% fringe benefit multiplier = <u>\$9.71</u> <u>\$19.42</u> + <u>\$9.71</u> = <u>\$29.13</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$7.28 (A)</u></p> <p>Number of 15-minute time increments (“Units”) _____ (B) _____ (A) x _____ (B) =</p>	\$ _____
Labor Cost - Redaction	<p>Hourly wage of lowest paid capable employee <u>\$19.42</u> <u>\$19.42</u> multiplied by the 50% fringe benefit multiplier = <u>\$9.71</u> <u>\$19.42</u> + <u>\$9.71</u> = <u>\$29.13</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$7.28 (C)</u></p> <p>Number of 15-minute time increments (“Units”) _____ (D) _____ (C) x _____ (D) =</p>	\$ _____
Labor Cost – Duplication and Copying	<p>Hourly wage of lowest paid capable employee <u>\$9.45</u> <u>\$9.45</u> multiplied by the 50% fringe benefit multiplier = <u>\$4.73</u> <u>\$9.45</u> + <u>\$4.73</u> = <u>\$14.18</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$3.55 (E)</u></p> <p>Number of 15-minute time increments (“Units”) _____ (F) _____ (E) x _____ (F) =</p>	\$ _____
Non-Paper Physical Media	<p>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) =</p>	\$ _____

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:		\$_____