



FOIA Fee Itemization

Schedule

Component	Cost Calculations	Total
Labor Cost – Search, Location and Examination	<p>Hourly wage of lowest paid capable employee <u>\$20.10</u> <u>\$20.10</u> multiplied by the 50% fringe benefit multiplier = <u>\$10.05</u> <u>\$20.10</u>+ <u>\$10.05</u>= <u>\$30.15</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$7.54</u> (A)</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>\$20.10</u> <u>\$20.10</u> multiplied by the 50% fringe benefit multiplier = <u>\$10.05</u> <u>\$20.10</u> + <u>\$10.05</u> = <u>\$30.15</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$7.54</u> (C)</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>\$15.20</u> <u>\$15.20</u> multiplied by the 50% fringe benefit multiplier = <u>\$7.60</u> <u>\$15.20</u> + <u>\$7.60</u> = <u>\$22.80</u> hourly cost of lowest paid capable employee, divided by 4 (to obtain costs per 15-minute increment) = <u>\$5.70 (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) <u>\$0.10</u> x Sheets used _____ =	\$ _____
Mailing	<p>Cost of least expensive postal deliver confirmation \$ _____ (I) Incremental cost of expedited/insured shipping* \$ _____ (J) _____ (I) x _____ (J) =</p> <p>*Only upon stipulation of requestor</p>	\$ _____
Subtotal (K):		\$ _____
Reductions for Delayed Response	<p>Days of late FOIA Request Response _____ x 5% = _____ % (L) Subtotal _____ (K) x _____ (J) =</p>	- \$ _____
Statutory Fee Waiver	Subtract indigence fee waiver (<u>\$20.00</u>), 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:		\$ _____