## FOIA FEE ITEMIZATION FORM

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Requestor's Name	r's Name Date of Request									
Estimate Fee	or Actual Fee									
Item Description	Hourly Rate <sup>1</sup>		nge fit %²	Overtime Rate <sup>3</sup>	1		of 15-minute crements <sup>4</sup>		Total Charge	
Locating/Retrieving Records	Hourly wage		_+/=	\$=			/ 4 = \$ ; ncrements) =		\$	
Reviewing Records	Hourly wage		_+/=	\$=			4 = \$x ncrements) =		\$	
Redacting Records	Hourly wage		_+/=	\$=			4 = \$x ncrements) =		\$	
Copying/Duplicating Records <sup>6</sup>	Hourly wage		_+/=	\$=			4 = \$x ncrements) =		\$	
Contracted Labor Costs–Redaction	7Hourly wage	N,	/A	N/A			4 = \$x ncrements) =		\$	
Name of contracted person or firm if applicable: Subtotal Labor Costs = \$										
	C	opying (	Cost for	Paper Copi	ies <sup>8</sup>					
Letter (8½" x 11") paper at \$0 each <sup>9</sup>	8								Total Charge	
No. of Sheets x							(o. of Sheets x )= \$		\$	
Mailing Cost										
Cost of Por Packaging	ostage Cost	Cost of Confirm	Delivery nation	y Special Shipping Cos			Insurance Cost	Total Charge		
\$	\$ \$		\$		\$		\$	\$		

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Nonpaper Physical Media								
USB Flash Drives	Computer Discs	Other Digital Media	<b>Total Charge</b>					
\$ x number used = \$	\$ x number used = \$	\$ x number used = \$	\$					
Qualified for \$20 Reduction	on? If yes, subtract \$20.		(\$)					
TOTAL FEE = \$								
If estimated fee is over \$5	Paid? Y/N							
deposit of 50% of the estimate	e estimated fee. \$							
Subtract any good-faith d								
			(\$)					
Reduction amount due to	(\$)							
0.5% of fee x days la	nte = reduction.							
	TOTAL DUE= \$							

<sup>&</sup>lt;sup>1</sup> The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

<sup>&</sup>lt;sup>2</sup> The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

<sup>&</sup>lt;sup>3</sup> Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

<sup>&</sup>lt;sup>4</sup> In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

<sup>&</sup>lt;sup>5</sup> Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

<sup>&</sup>lt;sup>6</sup> Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

 $<sup>^{7}</sup>$  This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$ .

<sup>&</sup>lt;sup>8</sup> The District shall utilize the most economical means available for making copies, including using double-sided printing.

<sup>&</sup>lt;sup>9</sup> The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.