

FOIA Fee Itemization Form

pursuant to MCL 15.234(4),
effective July 1, 2015

Line	Reference	Component	Amount	Subtotal	Total
1	§ 4(2)	Fringe benefit multiplier rate, maximum 50%	40.084%		
2	§ 4(1)(a)	Labor for searching & examining to fulfill request			
3		hourly wage of lowest paid employee capable of work			
4		fringe benefit multiplier @ 40.084%	140.084%		
5		modified hourly wage = line 3* line 4			
6	Dept.	number of hours, rounded down to .25 increment			
7		line 5 multiplied by line 6			
8		hourly wage of lowest paid employee capable of work			
9		fringe benefit multiplier @ 40.084%	140.084%		
10		modified hourly wage = line 8* line 9			
11	Dept.	number of hours, rounded down to .25 increment			
12		line 10 multiplied by line 11			
13		Total - Labor for searching & examining			
14	§ 4(1)(b)	Labor for reviewing and redacting			
15		hourly wage of lowest paid employee capable of work			
16		fringe benefit multiplier @ 40.084%	140.084%		
17		modified hourly wage = line 15* line 16			
18		number of hours, rounded down to .25 increment			
19		line 17 multiplied by line 18			
20		If outside contractor is used, then maximum wage = 6 times \$8.15	\$48.90		
21		If outside contractor is used, then maximum wage = 6 times \$8.15	\$48.90		
22		line 19 multiplied by line 20			
23		Total - Labor for reviewing and redacting			
24	§ 4(1)(c)	Actual cost of electronic media			
25		email			
26		Number of CD's			
27		Number of Flash Drives			
28		Number of Tapes			
29		Other:			
30		Sum of lines 25 - 29			
31		Total - cost of electronic media			
32	§ 4(1)(d)	Actual cost of paper copies			
33		number of 8½ x 11 or 8½ x 14 sheets			
34		price for 8½ x 11 or 8½ x 14 sheets	\$0.10		
35		line 33 multiplied by line 34			
36		color or other size copies, size: ___ x ___			
37		actual price per page			
38		line 36 multiplied by line 37			
39		color or other size copies, size: ___ x ___			
40		actual price per page			
41		line 39 multiplied by line 40			
42		Total - cost of paper copies			

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Line	Reference	Component	Amount	Subtotal	Total
43	§ 4(1)(e)	Labor for duplicating			
44		hourly wage of lowest paid employee capable of work			
45		fringe benefit multiplier @ 40.084%	140.084%		
46		modified hourly wage = line 44* line 45			
47		Number of hours, rounded down to next increment			
48		line 46 multiplied by line 47			
49		hourly wage of lowest paid employee capable of work			
50		fringe benefit multiplier @ 40.084%	140.084%		
51		modified hourly wage = line 50* line 51			
52		Number of hours, rounded down to next increment			
53		line 51 multiplied by line 52			
54		Total - Labor for duplicating			
55	§ 4(1)(f)	Actual cost of mailing			
56		postage _____			
57					
58					
59		TOTAL Labor costs - sum of lines 13, 23, and 54			
60		TOTAL Non-Labor costs - sum of lines 31, 42, and 57			
61	TOTAL	sum of lines 13, 23, 31, 42, 54, and 57			
62		REDUCTIONS			
63	§ 4(2)	Reduction for indigency or qualifying non-profit			
64		Affidavit/information provided: Y/N?			
65	§ 4(9)	Reduction in labor costs for late written response			
66		number of business days late			
67		reduction at 5% / day = 0.05 x line 66			
68		maximum reduction	50%		
69		lesser of line 67 or line 68			
70		Reduced amount = line 69 x line 59			
71		ADJUSTED TOTAL = line 61 less line 64 less line 70			
72	§ 4(10)	Alternate fees pursuant to statute			
73		Medical Records Access Act - MCL 333.26269			
74		number of pages subject to MRAA			
75		initial fee @ \$23.62			
76		cost for pages 1 -20, @ \$1.18 per page			
77		cost for pages 21 - 50, @ \$0.59 per page			
78		cost for pages 51+, @ \$0.24 per page			
79		actual postage			
80		costs to retrieve records older than 7 years			
81					
82		Alternate Total			

§ 4(5) Note: if any records are available on City's website and requestor insists on receiving record from FOIA Coordinator, fill out separate fee itemization form for those records, adjusting fringe benefit rate to actual number if over 50%.