

Description and Use: This is a fee itemization for public records requests under Michigan’s FOIA laws. For additional information about the use of this document, please see the FOIA procedures and guidelines document.

**Freedom of Information Act
Request for Information Itemization of Fees Standard Form
Tecumseh Public Schools**

Requestor Name: _____

Date of Request: _____

Summary of Request: _____

Pursuant to the requirements of Michigan’s Freedom of Information Act, the following fees will be assessed by the Tecumseh Public Schools for the provision of the requested public record(s).

- This is an estimate of the fees to be charged by the Tecumseh Public Schools to provide the requested information.
- This is an itemized list of the actual charges for production of the requested public records.

Category One: Labor Costs for Searching, Locating, and Examining Public Records

Labor costs for searching, locating, and examining the requested public records will be charged as follows:

Staff Person Name	Time ¹	Hourly Rate ²	Hourly Benefit Multiplier ³	Total Cost

¹Time is to be calculated in 15 minute increments, with all partial increments rounded down.

²The hourly rate must be the lowest paid Tecumseh Public Schools employee capable of performing the search, locating, and examining of the public records.

³The multiplier percentage shall not exceed 50% or the actual cost of benefits.

Category Two: Labor Costs for Separating and Deleting Exempt Information from Nonexempt Information

Labor costs for separating and deleting exempt information from nonexempt information will be charged as follows:

Staff Person/Contracted Firm Name	Time ¹	Hourly Rate ²	Hourly Benefit Multiplier ³	Total Cost

¹Time is to be calculated in 15 minute increments, with all partial increments rounded down.

²The hourly rate must be the lowest paid Tecumseh Public Schools employee capable of performing the redaction, unless the Tecumseh Public Schools does not employ someone capable of performing the redaction, in which case the hourly rate shall be the actual contracted labor cost, provided that such does not exceed six times the then-current Michigan minimum wage.

³The multiplier percentage shall not exceed 50% or the actual cost of benefits.

Category Three: Electronic Record (Non-paper physical media) Provision Costs

Electronic record (non-paper physical media) provision costs will be charged as follows:

Type of Electronic Media	Total Cost of Electronic Media

Category Four: Paper Copy Costs

Paper copy costs will be charged as follows:

Number of Pages	Cost per Page ¹	Total Cost
	\$.10	

¹8 ½- by 11-inch and 8 ½- by 14-inch paper shall be charged a rate of \$.10 per page. The per page cost for all other paper will be the actual cost of the copy.

Category Five: Labor Costs for Duplication or Publication

Labor costs for duplication or publication, including making paper copies, making digital copies, or transferring digital public records to electronic media will be charged as follows:

Staff Person Name	Time ¹	Hourly Rate ²	Hourly Benefit Multiplier ³	Total Cost

¹Time is to be calculated in 15 minute increments, with all partial increments rounded down.

²The hourly rate must be the lowest paid Tecumseh Public Schools employee capable of performing the search, locating, and examining of the public records.

³The multiplier percentage shall not exceed 50% or the actual cost of benefits.

Category Six: Mailing Costs

Mailing costs will be charged as follows:

Mailing Service ¹	Weight	Postal Delivery Confirmation ²	Cost of Mailing

¹Must be the most reasonably economical and justifiable manner unless otherwise specifically requested.

²Must be the least expensive form of postal delivery confirmation available.

Subtotal Cost

Category	Total Cost Per Category
Category One: Labor costs for searching, locating, and examining the requested public records	\$ _____
Category Two: Labor costs for separating and deleting exempt information from nonexempt information	\$ _____
Category Three: Electronic records (non-paper physical media)	\$ _____
Category Four: Paper copy costs	\$ _____
Category Five: Labor costs for duplication or publication	\$ _____
Category Six: Mailing costs	\$ _____
Total Subtotal Cost	\$ _____

Good-faith Deposit

The Tecumseh Public Schools requires a good-faith deposit of \$ _____.

Response Time Estimate

The Tecumseh Public Schools estimates that it will take _____ days to provide the nonexempt public records.

Cost Reduction

Pursuant to Michigan’s Freedom of Information Act, a cost reduction of \$ _____ will be applied.

The cost reduction resulted from the following:

Subtotal cost from above	\$ _____
Less previously paid deposit amount	(\$ _____)
Less any cost reduction	(\$ _____)
Total cost for the provision of public records	\$ _____