**ATTACHMENT C**

**Standard Form for Detailed Itemization of Fee Amounts**

**. Three Lakes Academy**

**FOIA FEE ITEMIZATION FORM**

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| --- |
| Requestor’s Name Date on Request  □Hand-Delivered □U.S. Mail □E-mail □Fax □Other \_\_\_\_\_\_\_\_ Date Received[[1]](#endnote-1) |

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| --- |
| Estimated Fee -or- Actual Fee |

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| --- |
| Record available on website but copy nonetheless requested: □Yes □No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Labor Costs** | | | | | | | | | | | | | | |
| **Item Description[[2]](#endnote-2)** | | | **Hourly Rate[[3]](#endnote-3)** | | **Fringe Benefit %[[4]](#endnote-4)** | | **Overtime**  **Rate[[5]](#endnote-5)** | | | **No. of 15 minute increments[[6]](#endnote-6)** | | | **Total Charge** | |
| Searching/Locating/ Examining Records | | | Employee Hourly wage[[7]](#endnote-7) \_\_\_\_\_\_\_ x | | 1.\_\_\_\_\_+/= | | $\_\_\_\_\_= | | | $ \_\_\_\_\_\_/ 4 = $\_\_\_\_\_\_ x \_\_\_\_\_\_ (increments) = | | | $\_\_\_\_\_\_\_ | |
| Separating and Deleting Exempt from Nonexempt Information/Records | | | Employee Hourly wage\_\_\_\_\_\_\_\_ x  OR  Contracted Labor Costs \_\_\_\_\_\_\_\_\_\_ x  (Not to exceed 6x State minimum wage) | | 1.\_\_\_\_\_+/= | | $\_\_\_\_\_= | | | $ \_\_\_\_\_ / 4 = $\_\_\_\_\_\_ x \_\_\_\_\_\_ (increments) =  $ \_\_\_\_\_ / 4 = $\_\_\_\_\_\_ x \_\_\_\_\_\_ (increments) = | | | $\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_ | |
| Duplicating or Publishing Records[[8]](#endnote-8) | | | Employee Hourly wage \_\_\_\_\_\_\_\_\_\_ x | | 1.\_\_\_\_\_+/= | | $\_\_\_\_\_= | | | $ \_\_\_\_\_ / 4 = $\_\_\_\_\_\_ x \_\_\_\_\_\_ (increments) = | | | $\_\_\_\_\_\_\_ | |
| Name of person or firm engaged under contract to separate and delete exempt from nonexempt information/records, if applicable: | | | | | | | | | | **Subtotal Labor Costs = $**\_\_\_\_ | | | | |
| **Copying Cost for Paper Copies[[9]](#endnote-9)** | | | | | | | | | | | | | | | |
| **Letter (8½” x 11”) paper at $0.\_\_ each[[10]](#endnote-10)** | | **Legal (8½”x 14”) paper at $0.\_\_ each** | | | | **Size \_\_\_\_\_\_\_\_\_\_ paper at $0.\_\_\_each** | | | **Size \_\_\_\_\_\_\_\_\_ paper at $0.\_\_each** | | | | | **Total Charge** | |
| No. of Sheets \_\_\_\_ x $0.\_\_\_= $\_\_\_\_\_\_\_ | | No. of Sheets \_\_\_\_ x $0.\_\_\_= $\_\_\_\_\_\_\_ | | | | No. of Sheets \_\_\_\_ x $0.\_\_\_= $\_\_\_\_\_\_\_ | | | No. of Sheets \_\_\_\_ x $0.\_\_\_= $\_\_\_\_\_\_\_ | | | | | $\_\_\_\_\_\_\_ | |
| **Postal Delivery Charges** | | | | | | | | | | | | | | | |
| **Cost of Packaging** | **Postage Cost** | | | **Cost of Delivery Confirmation** | **Special Shipping Cost** | | | **Insurance Cost** | | | **Overnight/ Special Request** | **Total Charge** | | | |
| $\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_ | | | $\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | | | $\_\_\_\_\_\_\_ | | | □Yes  □No  Cost $\_\_\_\_\_ | $\_\_\_\_\_\_\_ | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Non-Paper Physical Media** | | | | | | |
| **USB Flash Drives** | **Computer Discs** | **Other Digital Media**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Other/ Special Requested?** | | **Total Charge** |
| $ \_\_\_ x number used \_\_\_\_ = $ \_\_\_\_\_\_\_ | $ \_\_\_ x number used \_\_\_\_ = $ \_\_\_\_\_\_\_ | $ \_\_\_ x number used \_\_\_\_\_ = $\_\_\_\_\_\_\_ | | □Yes  □No  Cost $\_\_\_\_\_ | | $\_\_\_\_\_\_\_\_ |
| **Discounts**  Qualified for $20 Discount? □ Yes □ No. If yes, subtract $20.00.  □ Indigence (maximum of 2 discounts per calendar year)  □ State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts)  Qualified for Waiver or Reduction as primary and benefiting the general public? □Yes □No. If yes, insert amount of waiver or reduction. $\_\_\_\_\_\_ | | | | **($\_\_\_\_\_\_)** | | |
| **TOTAL FEE = $\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| If estimated fee is over $50.00, the [District][ISD][PSA] shall charge a good faith deposit of 50 % of the estimated fee. | | | Amount of Deposit $\_\_\_\_\_\_\_\_\_\_ | Estimated Date Available  \_\_\_\_\_\_\_\_\_\_\_ | Paid?  □Yes □No | |
| If a good faith deposit is paid, subtract the amount of the good-faith deposit received. | | | | ($\_\_\_\_\_\_) | | |
| Reduction for untimely response by the Academy? □Yes □No  If yes, subtract 5% of labor costs x \_\_\_\_\_ days late [up to a maximum 50% reduction of labor costs] = \_\_\_\_\_\_\_\_ reduction.  Diverted to Spam/Junk Mail? □Yes □No. If yes, indicate date and time *delivered to* Spam/Junk Mail [\_\_\_\_\_\_, 20\_\_ at \_\_\_am/pm] and date and time *discovered in* Spam/Junk Mail [\_\_\_\_\_\_\_\_20\_\_\_ at \_\_\_\_ am/pm].[[11]](#endnote-11) | | | | ($\_\_\_\_\_\_) | | |
| **TOTAL DUE= $\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

1. A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the [PSA]. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. [↑](#endnote-ref-1)
2. A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from nonexempt information unless failure to charge would result in unnecessarily high costs to the [PSA]. [↑](#endnote-ref-2)
3. 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. [↑](#endnote-ref-3)
4. The [PSA] will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the [PSA] website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the [PSA] charge more than the actual cost of fringe benefits. [↑](#endnote-ref-4)
5. Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the [PSA]. [↑](#endnote-ref-5)
6. In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 8 for exception.) Divide the resulting hourly wage(s) by four to determine the charge per 15 minute increment. [↑](#endnote-ref-6)
7. If more than one employee is completing any task, use additional cost itemization forms to note each employee’s hourly wage, fringe benefits, and time separately. [↑](#endnote-ref-7)
8. Labor costs for duplicating or publishing records may be estimated and charged in time increments of the [PSA’s] choosing, with all partial time increments rounded down. The [PSA] has determined to charge labor costs for duplicating or publishing records in 15 minute increments. [↑](#endnote-ref-8)
9. The [PSA] shall utilize the most economical means available for making copies, including using double-sided printing. [↑](#endnote-ref-9)
10. The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on “8½ x 11” or “8½ x 14” sheets of paper. [↑](#endnote-ref-10)
11. If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request. [↑](#endnote-ref-11)