



Itemization Form of Allowable FOIA Charges

The following are the [] estimated/[] actual fees that will be charged to you by West Shore Community College for responding to your FOIA request in accordance with MCL 15.234 and West Shore Community College's FOIA Policies and Guidelines.

Allowable Costs and Fees

Labor Costs Associated with Searching for, Locating, and Examining Public Records.

All such labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down, and will be charged at the hourly wage of West Shore Community College's lowest-paid employee capable of performing the task, regardless of whether that person is available or actually performs the work:

\$ _____ (representing ____ hours at a rate of \$ ____/hour plus a fringe benefit multiplier of _____)

The above cost is directly associated with the necessary searching, examining, reviewing and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to West Shore Community College will be unreasonably high due to the nature of the request; more specifically, _____.

Overtime wages may only be included if agreed to by the requestor.

Labor Costs, Including Necessary Review, if Any, Directly Associated with the Separating and Deleting of Exempt Information from Nonexempt Information as Provided in MCL 15.244.

All such labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. These costs will be charged at the hourly wage of West Shore Community College's lowest-paid employee capable of performing the task, regardless of whether that person is available or actually performs the work. If West Shore Community College determines that it does not employ a person capable of separating and deleting exempt information from nonexempt information in this particular case, it may charge for contracted labor costs in increments of 15 minutes or more, with all partial time increments rounded down.

If a contracted person or firm is used/is to be used, it is noted below and the labor costs shall not exceed an amount equal to 6 times the state hourly wage rate. You will not be charged for labor costs directly associated with redaction if West Shore Community College knows or has reason to know that it previously redacted the requested record(s) and the redacted version is still in West Shore Community College's possession:

\$ _____ (non-contracted) (representing ____ hours at a rate of \$ ____/hour plus a fringe benefit multiplier of _____)

\$ _____ (contract to _____) (representing ____ hours at a rate of \$ ____/hour plus a fringe benefit multiplier of _____)

The above cost is directly associated with the necessary searching, examining, reviewing, and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to West Shore Community College will be unreasonably high due to the nature of the request; more specifically, _____.

Overtime wages may only be included if agreed to by the requestor.

Labor Costs Associated with Duplication or Publication for Paper Copies, Digital Copies, or Transference of Digital Records.

All such labor costs will be estimated and charged in increments of West Shore Community College's choosing, with all partial time increments rounded down, and will be charged at the hourly wage of West Shore Community College's lowest-paid employee capable of performing the task, regardless of whether that person is available or actually performs the work:

\$ _____ (representing ____ hours at a rate of \$ ____/hour plus a fringe benefit multiplier of ____)

The above cost is directly associated with the necessary searching, examining, reviewing, and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to West Shore Community College will be unreasonably high due to the nature of the request; more specifically, _____.

Overtime wages may only be included if agreed to by the requestor.

Costs Associated with Provision of Records on Nonpaper Physical Media.

If requested, West Shore Community College may provide records on nonpaper physical media if it is within West Shore Community College's technological capability. The fee for such provision shall be the actual and most reasonably economical costs of the media:

\$ _____

Duplication Costs for Paper Copies.

The actual total incremental cost of necessary duplication or publication, not including labor. This fee is based on the total cost per sheet of 8 1/2 x 11 inch or 8 1/2 x 14 inch paper at a rate of 10 cents or less as noted below. If cost-saving and available, West Shore Community College will use double-sided printing:

\$ _____ (____ sheets at a rate of _____ per sheet)

Actual Cost of Mailing, if Any.

The actual costs of mailing by the least expensive form of postal delivery confirmation or by other means if specifically requested by the requestor.

\$ _____

Subtotal of Fees: \$ _____

Applicable Discounts and Reductions.

Indigent Requestor Discount, if Applicable.

\$ _____ (subtract \$20 from subtotal)

Nonprofit Organization Requestor Discount, if Applicable.

\$ _____ (subtract \$20 from subtotal)

Late Response Labor Costs Reduction, if Applicable.

\$ _____ (reduction of 5% per day late, to a maximum reduction of 50%)

Total Estimated/Actual Fees After Any Applicable Discounts/Reductions:

\$ _____

The Total Fees, less any deposit, must be paid before copies may be picked up, delivered, or mailed.

West Shore Community College's best effort estimate of the time frame it will take for it to provide the records is _____ days.

Determination of Deposit Required.

Good Faith Deposit.

West Shore Community College may require a good faith deposit *prior to providing records to the requestor* if the fee estimate or charge exceeds \$50, after a good faith calculation of the total fee. This deposit may not exceed 50% of the total estimated fee.

Percentage charged for deposit _____%, for a required deposit of \$_____.

Increased Deposit, if Applicable.

West Shore Community College may require an estimated fee deposit of up to 100% *prior to beginning its search for records* if the requester has previously been provided documents under FOIA from West Shore Community College and has not paid the total amount of fees in full and all other statutory requirements are met.

Percentage charged for deposit _____%, for a required deposit of \$_____.