CITY of NOVI
FOIA Fee Itemization Form

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records*	Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $_____per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____% Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $_____/ 4 = $_____ Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x $_____= $_____	**$_____**
2. Employee Labor Costs – Redaction*	If performed by the public body's employee: Enter the hourly wage of lowest paid employee capable of performing the redaction $_____per hour Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $_____/ 4._____= $_____ Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x $_____= $_____	**$_____**

3. Contracted Labor Costs – Redaction*	If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator): Name of person or firm contracted: _____ Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $8.15x6=$48.90) $_____per hour Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment $_____/ 4 = $_____ Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x $_____= $_____	**$_____**
4. Non-Paper Physical Media	Actual and most reasonably economical cost of: Flash Drives $_____x number used_____= $_____ Computer Discs $_____x number used_____= $_____ Other Media $_____x number used_____= $_____	**$_____**
5. Paper Copies	Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>: Letter paper (8 ½" x 11") number of sheets x $0. = $ Legal paper (8 ½" x 14") number of sheets___x $0. = $_____ Actual cost of other types of paper: Type of Paper: _____ number of sheets___x $_____= $_____ Type of Paper: _____ number of sheets___x $_____= $_____ (**NOTE**: Must print double-sided if available and costs less.)	**$_____**

6. Labor Cost – Duplication Copying, and transferring records to non-paper physical media	Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media $_____ per hour If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $_____ + _____ = $_____ Divide the resulting hourly wage by _____ to determine the charge per _____ ( ) minute increment $_____ / 4 = $_____ (**NOTE**: May use any time increment for this category) Number of minute increments (partial time increments must be rounded down) multiplied by the permitted rate x $ = $	**$_____**
7. Mailing	Actual cost of mailing records in a reasonable and economical manner: Cost of mailing: $_____ Cost of least expensive form of postal delivery confirmation: $_____ Cost of expedited shipping or insurance only if specifically stipulated by the requestor: $_____	**$_____**
	Subtotal	$_____
Waivers and Reductions	Subtract any Fee Waiver or Reduction: $20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines. Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. $_____	

	The reduction amount due to the late response of the Public Body. 5% of fee x____days late =_____% reduction (maximum reduction is 50%)	-$_____
Deposit	Subtract any good-faith deposit received: $_____	-$_____
	Total Due	$_____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.