FOIA FEE ITEMIZATION FORM Montague Area Public Schools

Requestor's Name				Date of Request							
Estimate Fe	20	0"				A chual Ea	10				
Estimate Fe		or				Actual Fe	.e				
Item Descriptio	n	Hourly Rate ¹		nge fit %²		vertime Rate ³			of 15-minute ncrements ⁴		Total Charge
Locating/Retrievin Records	ng	Hourly wage \$18.90 x	\$6.00/ x	hour	\$2	8.35 x			// 4 = \$4.73 x (increments) =		\$
Reviewing Record	ls	Hourly wage \$18.90 x	\$6.00/ x	\$6.00/hour		8.35 x			(4 = \$4.73 x (increments) =		\$
Redacting Record	s	Hourly wage \$18.90 x	\$6.00/ x	hour	\$2	8.35 x	\$ 18.90/ 4 = \$4.73 x (increments) =			\$	
Copying/Duplicat Records ⁶	ing	Hourly wage \$18.90 x	\$6.00/ x	hour	\$2	8.35 x	1		(4 = \$4.73 x (increments) =		\$
Contracted Labor Costs–Redaction		⁷ Hourly wage \$x	N/A			N/A			/ 4 = \$4.73 x (increments) =		\$
Name of contracted person or firm if applicable:							= \$_				
	Copying Cost for Paper Copies ⁸										
Letter (8½" x 1 paper at \$0.10						(8½"x 14") at \$0.10 each					Total Charge
	No. of Sheets x \$0.10= \$		No. of Sheets \$0.10= \$. x				\$		
Mailing Cost (Actual Cost)											
Cost of Packaging	Post	tage Cost	Cost of Confirn		Special Shippin				Insurance Cost	Total Charge	
\$		\$\$_				\$			\$		\$

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Nonpaper Physical Media								
USB Flash Drives	Computer Discs	Other Digital Media	Total Charge					
\$ x number used = \$	\$ x number used = \$	\$ x number used = \$	\$					
Qualified for \$20 Reduction	on? If yes, subtract \$20.		(\$)					
TOTAL FEE = \$								
If estimated fee is over \$5	Paid? Y/N							
deposit of 50% of the estin	\$							
Subtract any good-faith d	eposit received.		(\$)					
Reduction amount due to	(\$)							
0.5% of fee x days la	nte = reduction.							
		TOTAL DUE=	\$					

¹ 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.

² The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

³ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

⁴ In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

⁵ Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

⁶ Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

⁷ This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.

⁸ The District shall utilize the most economical means available for making copies, including using double-sided printing.

⁹ The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.