Cohoctah Township, Livingston County, Michigan FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	1 Otal
1. Labor Costs -	Hourly wage of lowest paid employee capable of performing the search, location and	
Search, Location,	examination	
and Examination of	\$per hour	
Records		
	If stipulated by the requester, add the hourly overtime wage increment (but do not	
	Include in the calculation of fringe benefit costs)	
	\$+=\$	
	Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15)	
	minute increment	
	\$÷4=\$	
	\$ ÷ 4 = \$	
	Component #1 Labor Costs	
	(15 :	ф
	(15 min. increments-rounded down) multiplied by the permitted rate x \$ = \$	\$
2. Labor Costs -	Hourly wage of lowest paid employee of the Township capable of performing the	
Employee	Separation & Redaction	
Separating &	\$per hour	
Deleting Exempt	1	
from Non-exempt		
including Redaction	Multiply the hourly wage times the fringe benefit multiplier	
	\$ x 1 = \$	
	If stipulated by the requester, add the hourly overtime wage increment (but do not	
	include in the calculation of fringe benefit costs)	
	\$+ = \$	
	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 \$=\$	ф
2 Contracted	If notformed by Contracted Labor (only manneitted if the Terror Lie december 1	\$
2. Contracted Labor Costs –	If performed by Contracted Labor (only permitted if the Township does not employ a person capable of redacting the records as determined by the FOIA Coordinator):	
Redaction	person capable of redacting the records as determined by the POTA Coordinator).	
Reduction	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	Ψ
	increment	
	\$ ÷ 4 = \$	

	Number of 15minute increments (partial time increments must be rounded down) multiplied by the permitted rate	
	\$ x \$ = \$	
3. Non-Paper	Actual and most reasonably economical Cost of Media:	
Physical Media	Flash Drives \$ x (number used) = \$	
	Computer Discs \$x (number used)= \$	
	Other Media \$x (number used)= \$	
	Component #3 Costs	\$
4. Paper Copies	Actual total incremental cost of duplication (not including labor), up to a maximum of ten (10) cents per page:	
	Letter (8 1/2" x 11") Size Paper	
	number of pages x \$0.10 = \$ Legal (8 1/2" x 14")	
	number of pages x \$0.10 = \$	
	Other types of paper: Type of Paper:	\$
	number of sheets x \$ = \$	
	Type of Paper: number of sheets x \$ = \$	
	Component #4 Costs (Copies will be double sided if cost saving & available)	
5. Labor Costs Duplication, Copying (paper or digital), transferring	Hourly rate of the lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ per hour	
records to non-paper media	If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ = = \$	
	Divide the resulting hourly wage by 60 to determine the charge per one (1) minute increment $\$____ \div 60 = \$____$	
	Component #5 Labor Costs	Φ.
	Number of one (1) minute increments (partial time increments must be rounded down, multiplied by the permitted rate) x \$ = \$	\$

6. Mailing Costs	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 requester: \$ Component #6 Costs	\$
	Subtotal	\$
Waivers and Reductions	Subtract any Fee Waiver or Reduction: \$20.00 for indigency or non-profit organization as further described in the Township's Procedures and Guidelines. Any amount determined by the Township 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 Township, 5% of fee x days late = reduction (maximum reduction is 50%).	-\$
Good Faith Deposits	Over \$50.00 50% Deposit Due Increased Estimated Fee 100% Deposit Due	-\$
	Total Due	\$