



FREEDOM OF INFORMATION ACT FEE ITEMIZATION FORM

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs will be charged for responses to FOIA requests, pursuant to the FOIA Fee Schedule adopted and periodically revised by Gaylord Community Schools.

A fee for labor cost is being charged because the failure to do so will result in unreasonably high costs to the Gaylord Community School District because of the nature of the request in this particular instance.

Labor costs shall not be more than the hourly wage of the Gaylord Community School District's lowest-paid employee capable of performing the labor in the particular instance, regardless of whether that person is available or actually performs the labor. Labor costs will be estimated and charged in 15-minute time increments. All partial time increments will be rounded down. No overtime will be charged unless the person making the request provides written approval. If the number of minutes is less than 15, there will be no charge. If the Gaylord Community School District charges to cover or partially cover the cost of fringe benefits, it will use a 50-percent multiplier to account for those benefits.

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Freedom of Information Act Detailed Itemization of Fees

Requester's name and address

Dated

Fee Calculation	Amount
Labor costs* to search for and retrieve responsive records: __ Hours x \$_____ (hourly wage) + 50% of fringe benefits (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits).	\$
Labor costs* for review and examination of responsive records and the separation of exempt from non-exempt material: __ Hours x \$_____ (hourly wage) + 50% of fringe benefits (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits).	\$
Non-paper physical media: Describe (e.g. CD's, DVD's, flash drive, etc.) and list actual costs.	\$
Duplication and publication: Describe (copying, scanning, etc.) \$_____ (cost per page) x _____ number of pages.	\$
Labor costs* to duplicate or publish: __ Hours x \$_____ (hourly wage) x 50% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits).	\$
Mailing: Describe and list actual costs.	\$
Less waiver for indigent individual or qualifying nonprofit organization. (\$20.00)**	
Less reduction for untimely response: \$_____ subtotal x 5% reduction per day x _____ days.	\$
Make check payable to Gaylord Community Schools, and mail to: FOIA Coordinator, 615 S. Elm Avenue, Gaylord, MI 49735	
Total Fee	\$
If the total fee is more than \$50.00, you will be asked to pay a deposit of one-half of the amount of the total fee. The total fee and deposit are estimates, and your final costs may vary from these amounts.	Deposit: \$
Part or all of the documents requested are available online at: If you prefer to have copies of these documents sent to you, please forward payment to the Department for processing	
Balance to be paid:	\$

*Labor costs will be calculated using the lowest paid Department employee capable of each task. If more than one hourly rate is used, they will be listed on other copies of this form. **You must submit an affidavit of indigency to qualify for this fee waiver.