



☐ Cost Estimate  
☐ Bill

## Freedom of Information Act Request Itemized Cost Worksheet

Date: \_\_\_\_\_ Prepared for Requester: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

**The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the DDA's FOIA Policies and Guidelines.**

### 1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requester on non-paper physical media or through the Internet or other electronic means as stipulated by the requester.

This shall not be more than the hourly wage of the DDA's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15 -minute time increments as set by the FOIA Coordinator** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage : \$ \_\_\_\_\_

Fringe Benefit Multiplier: 40%

Total Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ / 4 = \$ \_\_\_\_\_ (Charge per increment)

☐ Overtime rate charged as stipulated by Requester (*overtime is not used to calculate the fringe benefit cost*)

Total Time

\_\_\_\_\_

Number of 15  
minute  
increments  
(rounded down)

\_\_\_\_\_

Increment x  
 Charge per  
 increment =  
1.  
**Labor Cost**

\$ \_\_\_\_\_

### 2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the DDA that are excessive and beyond the normal or usual amount for those services compared to the DDA's usual FOIA requests.**

The DDA will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15 -minute time increments as set by the FOIA Coordinator** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage : \$ \_\_\_\_\_

Fringe Benefit Multiplier: 40%

Total Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ / 4 = \$ \_\_\_\_\_ (Charge per increment)

☐ Overtime rate charged as stipulated by Requester (*overtime is not used to calculate the fringe benefit cost*)

Total Time

\_\_\_\_\_

Number of 15  
minute  
increments  
(rounded down)

\_\_\_\_\_

Increment x  
 Charge per  
 increment =  
2.  
**Labor Cost**

\$ \_\_\_\_\_

### 3. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

The DDA will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the DDA that are excessive and beyond the normal or usual amount for those services compared to the DDA's usual FOIA requests.**

This is the cost of labor of a **DDA employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **DDA's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15 -minute time increments as set by the FOIA Coordinator** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage : \$ \_\_\_\_\_

Fringe Benefit Multiplier: **40%**

Total Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ / 4 = \$ \_\_\_\_\_ (Charge per increment)

☐ Overtime rate charged as stipulated by Requester (*overtime is not used to calculate the fringe benefit cost*)

Total Time  
\_\_\_\_\_

Number of 15  
minute  
increments  
(rounded down)  
\_\_\_\_\_

Increment x  
Charge per  
increment =  
**3.**  
**Labor Cost**  
\$ \_\_\_\_\_

### 4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

The DDA will utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

If the public body has included the website address for a record in its written response to the requester, and the requester thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the DDA will provide the public records in the specified format and will charge copying costs to provide those copies.

**No more than the actual cost of a sheet of paper or 10 cents per sheet for Letter (8 ½ x 11 –inch) and Legal (8 ½ x 14-inch) sized paper, single and double -sided.**

No more than the actual cost of a sheet of paper for other paper sizes as detailed in the DDA's FOIA Policy.

**Actual and most reasonably economical cost of non-paper physical digital media:**

- CD/DVD – Actual Cost as determined by DDA \$ \_\_\_\_\_
- Flash Drive – Actual Cost as determined by DDA \$ \_\_\_\_\_

**a. Number of  
8 ½ “ x 11” and  
8 ½ “ x 14  
Sized Sheets:**  
\_\_\_\_\_

**b. Number of  
Other Paper  
Size Sheets:**  
\_\_\_\_\_

**c. Cost of Non-  
Paper Digital  
Media:**  
\$ \_\_\_\_\_

(a. x \$.10)  
+  
(b. x \$\_\_\_\_)  
+  
c.  
=  
**4.**  
**Total  
Copy Cost**  
\$ \_\_\_\_\_

<p><b>5. Mailing Cost:</b></p> <p>The DDA will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required. The DDA <b>may</b> charge for the <u>least expensive form</u> of postal delivery confirmation. The DDA <b>cannot</b> charge more for expedited shipping or insurance unless specifically requested by the requester.</p> <p style="text-align: right;"><b>Actual Cost of Envelope or Packaging:</b> \$ _____</p> <p style="text-align: right;"><b>Actual Cost of Postage:</b> \$ _____ per stamp \$ _____ per pound</p> <p style="text-align: right;"><b>Actual Cost (least expensive) Postal Delivery Confirmation:</b> \$ _____</p> <p style="text-align: right;"><b>Expedited Shipping or Insurance as Requested:</b> \$ _____</p> <p><input type="checkbox"/> Requester has requested expedited shipping or insurance</p>		<p>Cost of Envelope and/or Package + Cost of all Postage = <b>5.</b> <b>Total Mailing Cost</b> \$ _____</p>	
<p><b><u>Subtotal Fees Before Waivers, Discounts or Deposits:</u></b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;"> <p><b>Estimated Time Frame to Provide Records:</b></p> <p>_____ (days or date)</p> <p>The time frame estimate is nonbinding upon the DDA, but the DDA is providing the estimate in good faith. Providing an estimated time frame does not relieve the DDA from any of the other requirements of this act.</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>1. Labor Cost for Copying:</b> \$ _____</p> <p><b>2. Labor Cost to Locate:</b> \$ _____</p> <p><b>3. Labor Cost to Redact:</b> \$ _____</p> <p><b>4. Copying/Duplication Cost:</b> \$ _____</p> <p><b>5. Mail Cost:</b> \$ _____</p> <p style="text-align: right;"><b>Subtotal:</b> \$ _____</p> </div> <div style="width: 35%;"> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> </div> </div>			
<p><b><u>Discount: Indigence</u></b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b></p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requester is ineligible for the discount, the public body shall inform the requester specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if <b>ANY</b> of the following apply:</p> <p>1) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b></p> <p>2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requester in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> <b>Eligible for Indigence Discount</b></p>	<p><b>Subtotal Fees After Discount (subtract \$20):</b> \$ _____</p>		

<p><b>Discount: <u>Nonprofit Organization</u></b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <ol style="list-style-type: none"> <li>1) Is made directly on behalf of the organization or its clients.</li> <li>2) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</li> <li>3) Is accompanied by documentation of its designation by the state, if requested by the DDA.</li> </ol> <p style="text-align: right;"><input type="checkbox"/> <b>Eligible for Nonprofit Discount</b></p>	<p><b>Subtotal Fees After Discount (subtract \$20):</b></p>	<p>\$ _____</p>
<p><b><u>Deposit: Good Faith</u></b></p> <p>The DDA will require a good-faith deposit <u>before providing the public records to the requester if the entire fee estimate or charge authorized under this section exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit will total 50% of estimated fee.</p>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Deposit Amount Required:</b></p> <p>\$ _____</p>
<p><b><u>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u></b></p> <p>After the DDA has granted and fulfilled a written request from an individual under this act, if the DDA has not been paid in full the total amount of fees for the copies of public records that the DDA made available to the individual as a result of that written request, <b>the DDA may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL</b> of the following apply:</p> <ol style="list-style-type: none"> <li>1) The final fee for the prior written request was not more than 105% of the estimated fee.</li> <li>2) The public records made available contained the information being sought in the prior written request and are still in the DDA's possession.</li> <li>3) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.</li> <li>4) Ninety (90) days have passed since the DDA notified the individual in writing that the public records were available for pickup or mailing.</li> <li>5) The individual is unable to show proof of prior payment to the DDA.</li> <li>6) The DDA calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</li> </ol> <p>A public body <b>can no longer require an increased estimated fee deposit</b> from an individual if <b>ANY</b> of the following apply:</p> <ol style="list-style-type: none"> <li>1) The individual is able to show proof of prior payment in full to the DDA, <b>OR</b></li> <li>2) The DDA is subsequently paid in full for the applicable prior written request, <b>OR</b></li> <li>3) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the DDA.</li> </ol>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Percent Deposit Required:</b></p> <p>_____ %</p> <p><b>Deposit Required:</b></p> <p>\$ _____</p>

<p><b><u>Late Response Labor Costs Reduction</u></b></p> <p>If the DDA does not respond to a written request in a timely manner as required under MCL 15.235(2), the DDA <b>must</b> do the following:</p> <p>a) <b>Reduce the charges for labor costs</b> otherwise permitted by 5% for each day the DDA exceeds the time permitted for a response to the request, <b>with a maximum 50% reduction</b>, if <b>EITHER</b> of the following applies:</p> <p>1) The late response was willful and intentional, <b>OR</b></p> <p>2) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Deadline:</p> <p>_____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction:</p> <p>_____</p>	<p>Total Labor Costs</p> <p>\$ _____</p> <p>Minus Reduction</p> <p>\$ _____</p> <p>= Reduced Total Labor Costs</p> <p>\$ _____</p>
<p>The Public Summary of the DDA's FOIA Procedures and Guidelines is available free of charge from: Website: <a href="http://www.downtownlakeorion.org">www.downtownlakeorion.org</a> Email: <a href="mailto:gibb@downtownlakeorion.org">gibb@downtownlakeorion.org</a>  Phone: 248-693-9742  Address: 118 N. Broadway St., Lake Orion MI 48362</p> <p style="text-align: right;"><b>Request Will Be Processed,</b></p> <p><b>But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</b></p>	<p>Date Paid:</p> <p>_____</p>	<p>Total Balance Due:</p> <p>\$ _____</p>

Revised: 08/2024

**DDA:** Keep original and provide copies of both sides of each sheet, along with Public Summary, to requester at no charge.