

# FOIA Detailed Costs Itemization Form

Category of Costs/Description	Hourly Wage	Benefits% Multiplier Used*	Hourly Wage with Benefits	Time (Hours)	Amount
<p><b>4 (1) (a) Searching for, locating and examining responsive records</b></p> <ul style="list-style-type: none"> <li>Charged at hourly wage of lowest-paid employee capable of searching for, locating and examining the Public record, regardless of whether that person is available or who performs the labor</li> <li>Estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down</li> </ul>					
<p><b>4 (1) (b) Review directly associated with the separating and deleting of exempt from non-exempt information</b></p> <ul style="list-style-type: none"> <li>Charged at hourly wage of lowest-paid employee capable of separating and deleting exempt from nonexempt information, regardless of whether that person is available or who actually performs the labor</li> <li>If Public Body does not employ a person capable of separating exempt from nonexempt information, may treat contracted labor costs in the same manner as employee costs</li> <li>Contracted labor costs must clearly note the name of contracted person or firm on this itemization, and shall not exceed an amount equal to 6 times the state minimum hourly wage rate</li> <li>Labor costs under this subdivision estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down</li> <li>Shall not charge for labor under this section if Public Body knows or has reason to know that it previously redacted the public record in question, and the public record is still in the Public Body's possession</li> </ul>					
<p><b>4 (1) (c) Nonpaper physical media costs</b></p> <ul style="list-style-type: none"> <li>Actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media</li> <li>Requestor may stipulate that records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies</li> <li>Does not apply if Public Body lacks the technological capability necessary to provide records on the particular nonpaper physical media stipulated</li> </ul>	n/a	n/a	n/a		

Category of Costs/Description	Hourly Wage	Benefits% Multiplier Used*	Hourly Wage with Benefits	Time (Hours)	Amount
<p><b>4 (1) (d) Cost of paper copies (not including labor)</b></p> <ul style="list-style-type: none"> <li>• <i>Calculated as total cost per sheet of paper, itemized to show cost per sheet and number of sheets provided</i></li> <li>• <i>Shall not exceed 10 cents per sheet of paper for copies of public records made on 8.5" by 11.0" paper or 8.5" by 14.0" paper</i></li> <li>• <i>Shall utilize most economical means available, including double-sided printing, if cost saving and available</i></li> </ul>	n/a	n/a	n/a		
<p><b>4.(1) (e) Duplication or publication</b></p> <ul style="list-style-type: none"> <li>• <i>Includes making paper copies, making digital copies, or transferring digital public records to be given to requestor on nonpaper media or electronically</i></li> <li>• <i>Charged at hourly wage of lowest-paid employee capable of necessary duplication or publication, regardless of whether that person is available or who performs the labor</i></li> <li>• <i>Estimated and charged in time increments of the Public Body's choosing, with all partial time increments rounded down</i></li> </ul>					
<p><b>4 (1) (f) Cost of mailing</b></p> <ul style="list-style-type: none"> <li>• <i>Actual cost of mailing, for sending records in a reasonably economical and justifiable manner.</i></li> <li>• <i>Shall not charge more for expedited shipping or insurance unless stipulated by requestor, may charge for least expensive form of postal delivery confirmation</i></li> </ul>	n/a	n/a	n/a		

**ESTIMATED TOTAL FINAL COSTS:**  
**50% DEPOSIT REQUIRED:**  
**DEPOSIT PAID:**  
**BALANCE DUE:**

*\*The Public Body may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used. The Public Body shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted in this detailed itemization.*