CALCULATION OF FEES AND COSTS: FREEDOM OF

INFORMATION ACT (FOIA) DETAILED ITEMIZATION

🞎 Deposit Amount (50% of total estimated fee)

🞎 Final Payment Amount

1. LABOR:\* Search, location and examination of records:

Hourly rate $ \_\_\_\_\_\_\_\_ x 1.5 (fringe benefit multiplier)

x \_\_\_\_\_\_\_\_\_ hours\*\* = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

2. CONTRACTED LABOR COST: Search, location,

examination of records: Hourly rate $ \_\_\_\_ x \_\_ hours \*\* = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

3. LABOR-REDACTION: Separation of exempt from

nonexempt information: Hourly rate $ \_\_\_\_\_\_\_\_\_\_

x 1.5 (fringe benefit multiplier) x \_\_\_\_\_\_\_ hours\*\* = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

4. LABOR-COPYING & TRANSFERING RECORDS:

Hourly rate \_\_\_\_\_\_\_\_\_ x 1.5 (fringe benefit multiplier)

x\_\_\_\_\_\_\_\_\_ hours† = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

5. COPYING MATERIALS COST:

Paper: \_\_\_\_\_\_\_\_\_ # of sheets @ $.10 per sheet = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Digital Media \_\_\_\_\_# of \_\_\_\_\_\_\_\_\_ (type)

@ $ \_\_\_\_\_\_\_\_ each = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

6. MAILING:

Postage: $ \_\_\_\_\_\_\_ + Other (specify):$ \_\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

7. COSTS/FEES REDUCTIONS:

🞎 Indigency Waiver ($20.00) = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Waiver-Section 931 Mental Health Code ($20.00) = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Late Response @5% per \_\_\_ days (max 50%) = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Previously Paid Deposit = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL CHARGES:

* Deposit Amount (50% of total estimated fee) = $ \_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Final Fee Amount = $ \_\_\_\_\_\_\_\_\_\_\_\_\_

\* Hourly rates reflect the wage of the lowest paid employee

capable of performing the work.

\*\* Rounded down to the nearest ¼ hour.

† Rounded down to the nearest 1/10 hour.