Authority: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge. Gerrish Lyon Utility Authority (Roscommon County) 2997 E. Higgins Lake Drive Roscommon, County, Michigan 48653 Township Hall **Phone:** (989) 821-9313

## Freedom of Information Act Request Detailed Cost Itemization

Date: Prepared for Request No	D.:	Date Reques	t Received:
The following costs are being charged in compli- Freedom of Information Act, MCL 15.234, accord and Guidelines.			
1. <u>Labor</u> Cost for <u>Copying / Duplication</u>			
This is the cost of labor directly associated with duplication copies, making digital copies, or transferring digital public paper physical media or through the Internet or other elect. This shall not be more than the hourly wage of the Author necessary duplication or publication in this particular insta available or who actually performs the labor. These costs will be estimated and charged in Internet board (for example: 15-minutes or more); all partial time is the set of the set	records to be given to the requestor on non- ctronic means as stipulated by the requestor. rity's lowest-paid employee capable of ance, regardless of whether that person is <b>te time increments as set by the Authority</b> increments must be rounded down. <i>If the</i>	To figure the number of increments, take the number of minutes:	
number of minutes is less than one increment, there is not Hourly Wage Charged: \$	o charge. Charge per increment: % % Charge per increment:	minutes: , divide by 	1. Labor Cost \$ -

2. <u>Labor</u> 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 Authority that are excessive and beyond the normal or usual amount for those services compared to the Authority's usual FOIA requests, because of the nature of the request in this particular instance, specifically:		
	To figure the number of	
The Authority 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.	increments, take the number of minutes: . divide	
These costs will be estimated and charged inminute time increments ( <i>must be 15-minutes or more</i> ); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i>	by 	
Hourly Wage Charged: \$ Charge per increment:	increments, and	2.
\$OR	round down. Enter below:	Labor Cost
Hourly Wage with Fringe Benefit Cost: \$ OR	Enter below.	\$
Multiply the hourly wage by the percentage multiplier:%	Number of	_
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment:	increments	
\$	x	
Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)	=	

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redation of the second seco		
possession. This fee is being charged because failure to do so will result in unreasonably high costs Authority that are excessive and beyond the normal or usual amount for those services compared to the Authority's usual FOIA requests, because of the nature of the request i particular instance, specifically:	n this	
This is the cost of labor of a <b>Authority employee</b> , including necessary review, directly associa separating and deleting exempt from nonexempt information. This shall not be more than the h wage of the <b>Authority's lowest-paid employee</b> capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available actually performs the labor. These costs will be estimated and charged inminute time increments ( <i>must be 15-min more</i> ); all partial time increments must be rounded down. <i>If the number of minutes is less than there is no charge</i> .	ourly by	s, de s, <i>3a.</i> <i>m.</i> Labor Cost
Hourly Wage Charged: \$ Charge per increment:	Number o incremen	_
S       OR         Hourly Wage with Fringe Benefit Cost:       OR         Multiply the hourly wage by the percentage multiplier:       %         (up to 50% of the hourly wage) and add to the       OR	x =	-
hourly wage for a total per hour rate. Charge per increment:		
Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the free benefit cost)	ringe	

3b. <u>Contracted Labor</u> Cost for <u>Separating Exempt from Non-Exempt</u> (Redacting):		
(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)		
The Authority 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.	To figure the	
This fee is being charged because failure to do so will result in unreasonably high costs to the Authority that are excessive and beyond the normal or usual amount for those services compared to the Authority's usual FOIA requests, because of the nature of the request in this particular instance, specifically:	number of increments, take the <i>number of</i> <i>minutes:</i> , <i>divide</i>	
	by  minute	
As this Authority does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a <b>contractor</b> (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of ( <i>currently</i> \$8.15).	increments, and round down to: increments. Enter below: Number of increments	3b. Labor Cost \$
These costs will be estimated and charged inminute time increments ( <i>must be 15-minutes or more</i> ); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i>	x 	
Hourly Cost Charged: \$ Charge per increment: \$		

4. <u>Copying / Duplication</u> 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).	Number of Sheets:	Costs:
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:	x	\$
<ul> <li>Letter (8 ½ x 11-inch, single and double-sided): cents per sheet</li> <li>Legal (8 ½ x 14-inch, single and double-sided): cents per sheet</li> </ul>	= X	\$
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:	=	
Other paper sizes (single and double-sided): cents / dollars per sheet		\$
Actual and most reasonably economical cost of non-paper physical digital media:	x	_
Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item:	=	\$
The cost of paper copies <b>must</b> be calculated as a total cost per <u>sheet</u> of paper. The fee <b>cannot exceed</b> 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>A Authority <b>must</b> utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</u>	No. of Items: x =	•4. Total Copy Cost \$
<b>5.</b> <u>Mailing</u> Cost: The Authority will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.		
<ul> <li>The Authority <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation.</li> <li>The Authority <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requestor.*</li> </ul>	Number of Envelopes or	Costs:
Actual Cost of Envelope or Packaging: \$	Packages:	\$
Actual Cost of Postage: \$ per stamp \$ per pound \$ per package	x =	- \$
Actual Cost (least expensive) Postal Delivery Confirmation: \$	x	\$
*Expedited Shipping or Insurance as Requested: \$	= x	\$
* Requestor has requested expedited shipping or insurance	= x = x	- \$ - 5
		5. Total

	=	Mailing Cost
	x	COSt
	=	\$
		-
6a. <u>Copying/Duplicating</u> Cost for <u>Records Already on Authority's Website</u> :		
If the public body has included the website address for a record in its written response to the requestor,		
and the requestor thereafter stipulates that the public record be provided to him or her in a paper format		
or non-paper physical digital media, the Authority will provide the public records in the specified format and may charge copying costs to provide those copies.		
	Number of Sheets:	Costs:
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:	Sheets.	50313.
• Letter (8 ½ x 11-inch, single and double-sided): cents per sheet	x	\$
• Legal (8 1/2 x 14-inch, single and double-sided): cents per sheet	=	\$
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:	x	_
• Other namer sizes (single and double sided).	=	
Other paper sizes (single and double-sided): cents / dollars per sheet		¢
Actual and most reasonably economical cost of non-paper physical digital media:		φ
Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item:	x	
	=	
Requestor has stipulated that some / all of the requested records that are <u>already available</u>	No. of Homes	\$
on the Authority's website be provided in a paper or non-paper physical digital medium.	No. of Items:	-
	x	6a. Web
	=	Copy Cost
		\$
		-
6b. <u>Labor</u> Cost for Copying/Duplicating <u>Records Already on Authority's</u>		
<u>Website</u> :		
This shall not be more than the hourly wage of the Authority's lowest-paid employee capable of	To figure the number 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	increments,	
minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down.	take the number of	
If the number of minutes is less than 15, there is no charge.	minutes:	
Hourly Wage Charged: \$ Charge per increment:	, divide by	
\$ <u>OR</u>		
OR           Hourly Wage with Fringe Benefit Cost: \$	minute	
Multiply the hourly wage by the percentage multiplier:%	increments, and	6b. Web

and add to the hourly wage for a total per hour rate.       Charge per increment:         \$	round down. Enter below: Number of increments	Labor Cost \$
	x 	
6c. <u>Mailing</u> Cost for <u>Records Already on Authority's Website:</u>	Number:	Costs:
Actual Cost of Envelope or Packaging: \$ Actual Cost of Postage: \$ per stamp / per pound / per package	x 	\$ _
Actual Cost (least expensive) Postal Delivery Confirmation: \$ *Expedited Shipping or Insurance as Requested: \$	x 	\$ - \$
* Requestor has requested expedited shipping or insurance	x = x =	\$ - 6c. Web Mailing Cost
		\$ _
for Copying:	Labor Cost Cost to Locate:	\$ \$
(days or date) 3b. Contract Labor C	plication Cost: 6. Mailing Cost: ds on Website: ds on Website:	\$

Waiver: Public Interest         A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the Authority determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.	Subtotal Fees After Waiver:	\$ _
<ul> <li>Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: <ol> <li>Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</li> <li>If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</li> </ol></li></ul>		
If a requestor is ineligible for the discount, the public body shall inform the requestor 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: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b> (ii) 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 requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. <b>Eligible for Indigence</b> <b>Discount</b>	Subtotal Fees After Discount (subtract \$20):	<b>\$</b>
Discount: <u>Nonprofit Organization</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee 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 ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) 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. (iii) Is accompanied by documentation of its designation by the state, if requested by the Authority.	Subtotal Fees After Discount	¢
Discount Eligible for Nonprofit	Discount (subtract \$20):	\$ _
Deposit:       Good Faith         The Authority may require a good-faith deposit in either its initial response or a subsequent response         before providing the public records to the requestor if the entire fee estimate or charge authorized         under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit         cannot exceed 1/2 of the total estimated fee.         Percent of Deposit:      %	Date Paid:	Deposit Amount Required: \$

<b>Deposit:</b> Increased Deposit Due to Previous FOIA Fees Not Paid In Full After a Authority has granted and fulfilled a written request from an individual under this act, if the Authority has not been paid in full the total amount of fees for the copies of public records that the Authority made available to the individual as a result of that written request, the Authority may require an increased estimated fee deposit of up to 100% of the estimated fee <u>before it begins a full</u> <u>public record search</u> for any subsequent written request from that individual if ALL of the following apply:		
<ul> <li>(a) The final fee for the prior written request was not more than 105% of the estimated fee.</li> <li>(b) The public records made available contained the information being sought in the prior written request and are still in the Authority's possession.</li> <li>(c) 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>(d) Ninety (90) days have passed since the Authority notified the individual in writing that the public records were available for pickup or mailing.</li> <li>(e) The individual is unable to show proof of prior payment to the Authority.</li> <li>(f) The Authority 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> </ul>		Percent Deposit Required:
A Authority can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:		%
<ul> <li>(a) The individual is able to show proof of prior payment in full to the Authority, OR</li> <li>(b) The Authority is subsequently paid in full for the applicable prior written request, OR</li> <li>(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Authority.</li> </ul>	Date Paid: 	Deposit Required: \$
<ul> <li>Late Response Labor Costs Reduction If the Authority does not respond to a written request in a timely manner as required under MCL 15.235(2), the Authority must do the following: <ul> <li>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Authority exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: <ul> <li>(i) The late response was willful and intentional, OR</li> <li>(ii) 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," "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.</li> </ul></li></ul></li></ul>	Number of Days Over Required Response Time: Multiply by 5% = Total Percent Reduction:	Total Labor Costs \$ Minus Reduction \$ = Reduced Total Labor Costs \$

The Public Summary of the Authority's FOIA Procedures from:	and Guidelines is available free of charge		
Website:	_ Email:		Total
Phone: Address:		Date Paid:	Balance Due:
	Request Will Be Processed,		\$
But <u>Balance Must Be Paid Before</u> Copies Ma	•	-	-