FOIA FEE ITEMIZATION FORM Mayville Community Schools

Requestor's Name				Date of Request							
Estimate Fe	e	or Actual Fee									
Item Description	n	Hourly Rate ¹		nge fit %²	Overtime Rate ³	ľ		15-minute ements ⁴		Total Charge	
Locating/Retrievin Records	g	Hourly wage x	1	+/=	S=		\$ / 4 = \$ x (increments) = \$			\$	
Reviewing Records	s	Hourly wage x		_+/= 5	S=		/ 4 = \$ x (increments) =			\$	
Redacting Records		Hourly wage x	1	_+/= 5	5=			= \$ x ements) =		\$	
Copying/Duplicati Records ⁶	_	Hourly wage x	_	+/=	S=			= \$ x ements) =		\$	
Contracted Labor Costs–Redaction		⁷ Hourly wage x	N,	/A	N/A		\$ / 4 = \$ x (increments) =			\$	
Name of contracted person or firm if applicable: Subtotal Labor Costs = \$											
		C	opying (Cost for 1	Paper Cop	ies ⁸					
Letter (8½" x 11") paper at \$0 each9		Legal (8½"x 14") paper at \$0 each		Size paper at \$0each			Size paper at \$0each		h	Total Charge	
No. of Sheets x \$0=\$		No. of Sheets x \$0=\$		No. of Sheets x \$0=\$		_	No. of Sheets x \$0= \$		\$		
			ľ	Mailing (Cost						
Cost of Packaging	Postage Cost		Cost of Confirn	Delivery nation	J 1		Insurance Cost Cost			Total Charge	
\$,	\$	\$_		\$			<u> </u>	\$		

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Nonpaper Physical Media							
USB Flash Drives	Computer Discs Other Digital Media		Total Charge				
\$ x number used = \$	\$ x number used = \$	\$ x number used = \$	\$				
Qualified for \$20 Reduction	on? If yes, subtract \$20.		(\$)				
	TOTAL FEE = \$						
If estimated fee is over \$5 deposit of 50% of the estimated	Amount of Deposit	Paid? Y/N					
Subtract any good-faith d	eposit received.		(\$)				
Reduction amount due to 0.5% of fee x days la	(\$)						
		TOTAL DUE= 9	\$				

- The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.
- The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits. ³ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.
- ⁴ In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)
- ⁵ Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.
- ⁶ Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.
- ⁷ This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.
- ⁸ The District shall utilize the most economical means available for making copies, including using double-sided printing. ⁹ The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.