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

Grant Township, _Oceana_ County

7140 S Oceana Drive
Rothbury, MI 49452
Phone: 231-893-6336

Freedom of Information Act Request Detailed Cost Itemization

Date: _____   Prepared for **Request No.:** _____   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 township's FOIA Policies and Guidelines.

1. <u>Labor</u> Cost for <u>Copying / Duplication</u>

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 requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the township'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 township board *(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 Charged: $ _15.00_
OR
Hourly Wage with Fringe Benefit Cost: $ _16.20_
Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: $ _3.75_

OR

Charge per increment: $ _4.05_

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

To figure the number of increments, take the *number of minutes:* _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

1. Labor Cost

x _____ = $ _____

2. <u>Labor</u> Cost to <u>Locate</u>:

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 township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____
_____

The township 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 _____ -minute time increments *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $ _15.00_
OR
Hourly Wage with Fringe Benefit Cost: $ _16.20_
Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: $ _3.75_

OR

Charge per increment: $ _4.05_

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

To figure the number of increments, take the *number of minutes:* _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

2. Labor Cost

x _____ = $ _____

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

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township 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 township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:_____

_____

This is the cost of labor of a **township 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 **township'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 ____-minute time increments *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $ _15.00_   Charge per increment: $ _3.75_

OR

Hourly Wage with Fringe Benefit Cost: $ _16.20_   OR

Multiply the hourly wage by the percentage multiplier: ____%
(up to 50% of the hourly wage) and add to the
hourly wage for a total per hour rate.   Charge per increment: $ _4.05_

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

To figure the number of increments, take the number of minutes: ____, divide by _____ -minute increments, and round down. Enter below:

Number of increments	3a. Labor Cost
x _____ =	$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township 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 township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:_____

_____

_____

As this township 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 **contractor** (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 _8.15_ (currently $8.15).

Name of contracted person or firm: _____

These costs will be estimated and charged in _15_-minute time increments *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: $ _48.90_   Charge per increment: $ _12.23_

To figure the number of increments, take the number of minutes: ____, divide by _____ -minute increments, and round down to: ____ increments. Enter below:

Number of increments	3b. Labor Cost
x _____ =	$ _____