FOIA FEE ITEMIZATION FORM BERKLEY SCHOOL DISTRICT

Requestor's Name		Date of Request									
Estimate Fo	ee	or				Actual Fe	ee				
Item Description		Hourly Rate		nge fit % ⁱⁱ	Overtime Rate ⁱⁱⁱ		No. of 15-minute increments ^{iv}			Total Charge	
Locating/Retrieving Records	ng	Hourly wage		+/=	\$_	=			/ 4 = \$ (increments) =		\$
Reviewing Record	ds	Hourly wage		+/=	\$_	=			/ 4 = \$ x (increments) =		\$
Redacting Record	s	Hourly wage		_+/=	\$	=			/ 4 = \$ x (increments) =		\$
Copying/Duplicat Records ^{vi}	ting	Hourly wage		+/=	\$_	=			/ 4 = \$ x (increments) =		\$
Contracted Labor Costs–Redaction		viiHourly wage x		/A	N/A		\$ / 4 = \$ x (increments) =			\$	
Name of contracted person or firm if applicable:											
Copying Cost for Paper Copiesviii											
Letter (8½" x 11") paper at \$0 eachix		Legal (8½"x 14") paper at \$0 each		Size paper at \$0each				Size paper at \$0each			Total Charge
No. of Sheets x \$0= \$		No. of Sheets x \$0=\$		No. of Sheets \$0=\$		x No. of Sheets \$0=\$		_ X	\$		
Mailing Cost											
Cost of Packaging	U		Cost of Delive Confirmation		Special Shipping				Insurance Cost	Total Charge	
\$	\$		\$			\$			\$		\$



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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	(\$)								
TOTAL FEE = \$									
If estimated fee is over \$5 deposit of 50% of the estimated	Paid? Y/N								
Subtract any good-faith d	(\$)								
Reduction amount due to 0.5% of fee x days la	(\$)								
		TOTAL DUE= 9	\$						

¹ 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.

¹¹ 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.

iii Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

^{iv} 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.)

v Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

vi 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.

vii This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.

viii The District shall utilize the most economical means available for making copies, including using double-sided printing.

ix The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.