

Working together to build a safe & healthy  
community for your family.

### FOIA COST ESTIMATE WORKSHEET

Requester:					FOIA Request Dated:		
Line	CLASSIFICATION OF LOWEST PAID EMPLOYEE CAPABLE OF RETRIEVING/COPYING THE INFORMATION (POSITION/TITLE)	HOURLY PAY INCLUDING BENEFITS AMOUNT	TIME TO COMPLY IN ¼ HOUR INCREMENTS	TOTAL COST	# OF PAGES OF DOCUMENTS	# OF PAGES TIMES \$0.10/PAGE AMOUNT	TOTAL
<b>Copying Charges</b>							
1	Copies					\$0.10 per page	
<b>Retrieval of Public Records</b>							
2	Administrative Assistant Township Supervisor						
<b>Copying of Public Records</b>							
3	Administrative Assistant Township Supervisor						
<b>Separation of Exempt from Nonexempt Information</b>							
4	Administrative Assistant Township Supervisor Outside legal counsel						
<b>Other Charges</b>							
5	OTHER CHARGES pick-up/delivery charges; mileage (at current IRS rate),packaging, etc.						
6	MAILING COSTS						
7	TOTAL COST ESTIMATE						
8	DEPOSIT REQUIRED if estimated cost exceeds \$50.00 (not to exceed 50% of estimated fee in Line 7 above)						

### GENERAL COST GUIDELINES

Duplication Per Page (each side copied)	\$0.10
Labor: Hourly rate/benefits of lowest paid employee capable of performing compliance tasks (includes fringe benefits at non-half of employee's hourly wage) (Billed in ¼ hour increments; time increments are rounded downward to the next ¼ hour increment)*	
Labor: Outside counsel time (equal to six times the current state minimum hourly wage rate) for separation of exempt from nonexempt information (January 1, 2016: \$8.50/hour x 6; January 1, 2017: \$8.90/hour x 6; January 1, 2018: \$9.25/hour x 6) (subject to change based on change in state minimum hour wage). Billed in ¼ hour increments. Time increments are rounded downward to the next ¼ hour increment.	
Mailing Costs	Actual
Specialty copies (photo discs, photo reproductions, audio or video tapes or discs)	Actual
Other (insurance, overnight or express delivery charges)	Actual

\*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA is the lowest paid fulltime township employee capable of retrieving/copying necessary information/records. However, when a capable professional/technical employee is required to process requests requiring certain information retrievals, examinations, and redaction, the hourly rate of the lowers aid capable professional/technical employee is charged.