

ROMULUS COMMUNITY SCHOOLS
36540 Grant Road
Romulus, MI 48174

FREEDOM OF INFORMATION ACT
FEE ITEMIZATION FORM

Effective: July 01, 2015
romulus.net

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs will be charged for responses to FOIA requests, pursuant to the FOIA Fee Schedule adopted and periodically revised by Romulus Community Schools.

YES / NO (circle one): A fee for labor cost is being charged for the cost for the search, examination, review, and the deletion and separation of exempt from non-exempt information when costs are "unreasonably high", excessive and beyond the normal or usual amount for those services compared to the costs of the District's traditional FOIA requests.

Labor costs shall not be more than the hourly wage of the District's lowest-paid employee capable of performing the labor in the particular instance, regardless of whether that person is available or actually performs the labor. Labor cost will be estimated and charged in 15 minute time increments. All partial time increments will be rounded down. No overtime will be charged unless the person making the request provides written approval. If the number of minutes is less than 15, there will be no charge. If the District charges to cover or partially cover the cost of fringe benefits, it will use a 50 percent multiplier to account for those benefits, except as otherwise provided and authorized by Section 4 of the Act MCL 15.234. ²

Requestor's Name _____ Date of Request: _____
Address _____
City _____ State _____ Zip _____
Phone: _____

A. Labor Cost to Locate ¹		
Hourly Wage Charged = \$ _____	It is estimated to take _____ hours - minutes to perform this task. Time is charged in _____ increments. ⁴	Subtotal Cost = \$ _____
OT Wages (if requested) = \$ _____		
Total Hourly Charges = \$ _____		
50% of Labor Charge ² Benefit Cost ² = \$ _____		
Total Hourly and Fringe Benefit Charge = \$ _____		

B. Labor Cost to Copy ⁶		
Hourly Wage Charged = \$ _____ OT Wages (if requested) = \$ _____ Total Hourly Charge = \$ _____	It is estimated to take _____ hours - minutes to perform this task. Time for copying/duplicating records is charged in _____ increments. ⁶	Subtotal Cost = \$ _____
50% of Labor Charge ² Benefit Cost ² = \$ _____		
Total Hourly and Fringe Benefit Charge = \$ _____		

C. Labor Cost to Separate Exempt From Non-Exempt Material ¹		
Hourly Wage Charged = \$ _____ OT Wages (if requested) = \$ _____ Total Hourly Charge = \$ _____	It is estimated to take _____ hours - minutes to perform this task. Time is charged in _____ increments. ⁴	Subtotal Cost = \$ _____
50% of Labor Charge ² Benefit Cost ² = \$ _____		
Total Hourly and Fringe Benefit Charge = \$ _____		

D. Contracted Labor Cost to Separate Exempt From Non-Exempt Material ⁷		
Hourly Wage Charged = \$ _____ OT Wages (if requested) = \$ _____ Total Hourly Charges = \$ _____	It is estimated to take _____ hours - minutes to perform this task. Time is charged in _____ increments. ⁴	Subtotal Cost = \$ _____
50% of Labor Charge ² Benefit Cost ² = \$ _____		
Total Hourly and Fringe Benefit Charge = \$ _____		

E. Copying (Duplication or Printing) Cost ⁸		
Letter (8 ½ x 11) single or double-sided @ ___ cents / page	Number of sheets = _____	Subtotal Cost = \$ _____
Legal (8 ½ x 14) single or double-sided @ ___ cents ⁹ / page	Number of sheets = _____	Subtotal Cost = \$ _____
Other Size Paper, single or double-sided @ ___ cents / page	Number of sheets = _____	Subtotal Cost = \$ _____
Actual and most reasonably economical cost of non-paper electronic digital media (if being provided to the requestor in such format is stipulated) Circle Applicable: Disc / Drive / USB Flash Drive / Other Cost per Item: \$ _____	Number of items = _____	Subtotal Cost = \$ _____
Copying / Duplication / Printing Subtotal Cost = \$ _____		

F. Mailing Cost		
	Number of envelope(s), package(s), stamp(s), etc.	
Cost of Envelope or Package = \$ _____	_____	Subtotal Cost = \$ _____
Postage Stamps = \$ _____	_____	Subtotal Cost = \$ _____
Postage Per Pound = \$ _____	_____	Subtotal Cost = \$ _____
Postage Per Package = \$ _____	_____	Subtotal Cost = \$ _____
Postage Delivery Confirmation = \$ _____	_____	Subtotal Cost = \$ _____
Estimated Shipping / Insurance, if requested = \$ _____	_____	Subtotal Cost = \$ _____
Mailing Subtotal Cost = \$ _____		

Affidavit of Indigency Submitted? Y / N Qualified Non-Profit Organization per Section 4(2)(f)(b) of the FOIA? Y / N	If Yes, subtract \$ 20.00*	Subtotal Cost = \$ _____
*Ineligible if previously received discounted public records twice during the current calendar year or if request is made in conjunction with outside parties for payment or other reimbursement.	Total Estimated Fee = \$ _____	
If the estimated cost exceeds \$50.00, a Good Faith Deposit of 50% is required before the request will be processed.	50% Deposit = \$ _____	Date Paid: ____ / ____ / ____
The request will be processed, but the balance of the cost must be paid before copies may be picked up, delivered, or mailed.	Balance Due = \$ _____	Date Paid: ____ / ____ / ____

Checks should be made payable to Romulus Community Schools. Good Faith Deposits and Fees charged for responding to FOIA requests may be mailed to the following address:

Gary Banas
 Director of Human Resources
 Designated FOIA Coordinator
 Romulus Community Schools
 Board of Education Office
 36540 Grant Road
 Romulus, MI 48174

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.

² 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 charge in increments of 15-minutes, will all partial time increments rounded down. (See not 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/hour.

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 8 1/2" by 14" paper.