requestor at no charge.

Balance must be paid before records may be picked up, emailed or mailed. Kindly include a copy of page 6 of this form if you are mailing in your payment.

Freedom of Information Act Request Detailed Cost Itemization

Date:	Prepared for:	Request Number:	Requ	est Received:
The following co	osts are being charged in compliance with Section 4 of the Michigan Fred			
1. Jahan Cast fan Ca	MCL 15.234, according to the county's FOIA Polices and Guideline	25.		
1. Labor Cost for Co	pying / Duplication			
This is the east of labo	a directly accorded with duplication of publication including making pa			
	or directly associated with duplication of publication, including making pa or transferring digital public records to be given to the requestor on non-			
	internet or other electronic means as stipulated by the requestor.	-paper physical		
	internet of other electronic means as supulated by the requestor.			
This shall not be more	than the hourly wage of the county's lowest-paid employee capable of r	ecessary	To figure the	
	tion of this particular instance, regardless of whether that person is available		number of	
actually performs the			increments,	
actuary performs the			take the number	
These costs will be est	timated and charged in 15-minute time increments as set by the County	Board of	of minutes:	
	irtial time increments must be rounded down. If the number of minutes is		divide by	
increment, there is no			15 -minute	
	-		increments, and	
Hourly Wage Charged:	: Charge per increment	:	round down.	
Or	OR		Enter below:	
	Name Department			
Hourly Wage with Frin	ige Benefit Cost:			
Multiply the hourly wa	age by the percentage multiplier: Charge per increment	:		
(up to 50% of the hour	rly wage) and add to the		Number of	
hourly wage for a tota	ıl per hour rate.		increments	1. Labor Cost:
			x0	
	ate charged as stipulated by Requester (overtime is not used to calculate	the fringe		
benefit cos	t)			
2. Labor Cost to Loca				
	or directly associated with the necessary searching for, locating, and exam			
	n with receiving and fulfilling a granted written request. This fee is being of	-		
	so will result in unreasonably high costs to the county that are excessive			
=	r usual amount for those services compared to the county's usual FOIA re-	equests,	0	0
because of the nature	e of the request in this particular instance, specifically:		To figure the	To figure the
			number of	number of
The county will not char	ge more than the hourly wage of its lowest-paid employee capable of searching	for	increments,	increments,
	the public records in this particular instance, regardless of whether that person		take the number	take the number
available or who actually		-	of minutes:	of minutes:
,			divide by	divide by
These costs will be est	timated and charged in 15-minute time increments (must be 15-minutes	or more); all	15 -minute	15 -minute
	ts must be rounded down. If the number of minutes is less than 15, there		increments, and	increments, and
			round down.	round down.
Hourly Wage Charged	I: Charge per incremen	t:	Enter below:	Enter below:
OR	Name Department			
Hourly Wage with Fring	ge Benefit Cost:			
Multiply the hourly wa	age by the percentage multiplier:		Number of	Number of
(up to 50% of the hou	rly wage) and add to the Charge per increment		increments	increments
hourly wage for a tota	al per hour rate. Charge per increment	:	x <u>0</u>	+
				2. Labor Cost:
0	ate charged as stipulated by Requestor (overtime is not used to calculate	the		
fringe bene	efit cost)			1

3a. Employee Labor Cost for Seperating Exempt from Non-Exempt (Redacting):		
(Fill this out if using a county employee. If contracted, use No. 3b instead).		
The county 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 posession.		
This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically: PLEASE <i>SEE LETTER</i>		
This is the cost of labor of a county 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 county'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 15-minute time increments ; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge</i> . Hourly Wage Charged: Charge per increment:	To figure the number of increments, take the number of minutes: 	
Warre Department Hourly Wage with Fringe Benefit Cost:	Number of increments x	3a. Labor Cost:
3b. <u>Contracted Labor</u> Cost for <u>Separating Exempt from Non-Exempt (Redacting)</u> : (Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.) The county 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 county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically: <i>PLEASE SEE LETTER</i>	To figure the number of increments,	
As this county 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 9.45.	take the number of minutes: 	
Name of contracted person or firm: These costs will be estimated and charged in 15-minute time increments; all partial time increments must be	Number of	
rounded down. If the number of minutes is less than 15, there is no charge. Hourly Cost Charged: Charge per increment:	Number of increments	3b. Labor Cost:
	x	

4. <u>Copying / Duplication</u> Cost:				
Copying costs may be charged if a copy of a public record is a for inspection (for example, to allow for blacking out exempt records, or because the original record is a digital file or data	information, to protect old or delicate	e original		
No more than the <u>actual</u> cost of a sheet of paper, <u>up to max</u>	imum 10 cents per sheet for:		Number of Sheets:	Costs:
 Other paper sizes (single and double-sided): Legal (8 ½ x 14-inch, single and double-sided): 	\$ 0.02 cents per sheet \$ 0.02 cents per sheet	x x	=	
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> p	aper sizes:			
Other paper sizes (single and double-sided):	cents per sheet	x	=	
Actual and most reasonably economical cost of non-paper p	hysical digital media:			
CD/DVD Disc:	\$ 0.33 cost per item	x	=	
The cost of paper copies must be calculated as a total cost p cents per sheet of paper for copies of public records made o paper. <u>A county must utilize the most economical means ava</u> including using double-sided printing, if cost saving and avail	n 8-1/2- by 11-inch paper or 8-1/2- by ilable for making copies of public rec	14-inch		4. Total Copying Cost: \$
5. <u>Mailing</u> Cost: The county will charge the actual cost of mailing, if any, for s	ending records in a reasonably econo	mical and		
 justifiable manner. Delivery confirmation is not required. The county <i>may</i> charge for the <u>least expensive fc</u> The county <i>cannot</i> charge more for expedited sh the requestor.* 		requested by		
Actual Cost of Envelope of	Packaging: \$0.52	x		
Actual Cost	of Postage: per stamp per pound per package	x x x		
Actual Cost (least expensive) Postal Delivery Co	nfirmation:	x	=	
*Expedited Shipping or Insurance as	Requested:	x	=	
 *Requestor has requested expedited shipping or 	nsurance			5. Total Mailing Costs:

6a. <u>Copying/Duplicating</u> Cost for <u>Records Already on County's Website</u> :		
If the public body has included the website address for a record in its written response to the requestor, <u>and the</u> requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper <u>physical digital media</u> , the county will provide the public records in the specified format and may charge copying costs to provide those copies.		
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:	Number of Sheets:	Costs:
• Letter (8 ½ x 11-inch, single and double-sided): \$0.0200 cents per sheet x • Legal (8 ½ x 14-inch, single and double-sided): cents per sheet x	=	
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:		
Other paper sizes (single and double-sided): x	=	
Actual and most reasonably economical cost of non-paper physical digital media:	No. of items:	
 Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: x Requestor has stipulated that some / all of the requested records that are <u>already</u> <u>available on the county's website</u> be provided in a paper or non-paper physical digital medium. 	=	
6b. Labor Cost for Copying/Duplicating Records Already on County's Website: This shall not be more than the hourly wage of the county'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 ; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge. Hourly Wage Charged: Charge per increment: OR Name Hourly Wage with Fringe Benefit Cost: Charge per increment: Multiply the hourly wage by the percentage multiplier: Charge per increment: and add to the hourly wage for a total per hour rate. The county may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format. Overtime rate charged as stipulated by Requestor	To figure the number of increments, take the number of minutes: 15 increments, and round down. Enter below: Number of increments	6b. Web Labor Cost:
6c. Mailing Cost for <u>Records Already on County's Website:</u>	Number:	Costs:
Actual Cost of Envelope or Packaging: x		
Actual Cost of Postage: per stamp / per pound / per package x		
Actual Cost (least expensive) Postage Delivery Confirmation: x *Expedited Shipping or Insurance as Requsted: x		
O *Requestor has requested expedited shipping or insurance		6c. Web Mailing Cost:

		1. Labor Cost for Copying	;:
Subtotal Fees Before Waivers, Discounts or Deposits:	 Cost Estimate 	2a. Labor Cost to Locate	
	(Deposit Due)	2b. Labor Cost to Locate	:
Estimated Time Frame to Provide Records:		3a. Labor Cost to Redac	:
PLEASE SEE LETTER (days or date)	Bill Bil	3b. Contract Labor Cost to Redac	:
	0	4. Copying/Duplication Cos	
The time frame estimate is nonbinding upon the		5. Mailing Cos	
county, but the county is providing the estimate		6a. Copying/Duplication of Records on Website	
in good faith. Providing an estimated time frame		6b. Labor Cost for Copying Records on Website	
does not relieve the county from		6c. Mailing Costs for Records on Website	
any of the other requirements of this act.		Subtotal Fee	
Waiver: Public Interest A search for a public record may be conducted or copies of public a reduced charge if the county determines that a waiver or reduce searching for or furnishing copies of the public record can be compublic.	ction of the fee is in the public in	terest because	
Discount: Indigency A public record search must be made and a copy of a public record first \$20.00 of the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected in the fee for each request by an individual who is erected is an affidavit stating that the individual is indigent and erected is indigent and erected is the individual for the discount, the public body shall if for ineligibility in the public body's written response. An individual following apply: (i) The individual has previously received discounted copies body twice during that calendar year, OR (ii) The individual requests the information in conjunction or providing payment or other remuneration to the individual require a statement by the requestor in the affidavit that the with outside parties in exchange for payment or other remuted erected erected erected ereceted erected ereceted erected erec	ntitled to information under this receiving specific public assistan y to pay the cost because of indi nform the requestor specifically al is ineligible for this fee reducti s of public records from the same pu with outside parties who are offerin I to make the request. A public body he request is not being made in con uneration.	act and who: ce, OR gence. of the reason on if ANY of the ublic g or y may	
Discount: Nonprofit Organization A public record search must be made and a copy of a public recor first \$20.00 of the fee for each request by a nonprofit organization activities under subtitle C of the federal Developmental Disabiliti the federal Protection and Advocacy for Individuals with Mental following requirements: (i) Is made directly on behalf of the organization or its clien (ii) Is made for a reason wholly consistent with the mission under section 931 of the Michigan Mental Health Code, 19 (iii) Is accompanied by documentation of its designation by Eligible for Nonprofit D	on formally designated by the sta es Assistance and Bill of Rights A Illness Act, if the request meets ts. and provisions of those laws 74 PA 258, MCL 330.1931. the state, if requested by the coun	ate to carry out ct of 2000 and ALL of the	

Deposit: Good Faith			Donosit
	for a providing the public records to the requestor if the entire		Deposit
, , , , <u> </u>	fore providing the public records to the requestor if the entire	Data Dalidi	Amount
•	ction exceeds \$50.00, based on a good-faith calculation of	Date Paid:	Required:
ne total fee. The deposit cannot exceed 1/2 of	the total estimated fee. Percent of Deposit: 50%		
Deposit: Increased Deposit Due to Previous			
	n request from an individual under this act, if the county has not		
peen paid in full the total amount of fees for the	e copies of public records that the county made available to the		
ndividual as a result of that written request, the	e county may require an increased estimated fee deposit of		
up to 100% of the estimated fee <u>before it begin</u>	s a full public record search for any subsequent written		
equest from that individual if ALL of the follow	ing apply:		
(a) The final fee for the prior written req	uest was not more than 105% of the estimated fee.		
b) The public records made available cor	tained the information being sought in the prior written		
request and are still in the county's poss	ession		
	ble to the individual, subject to payment, within the best effort		
estimated time frame given for the previ			
	e county notified the individual in writing that the public		
records were available for pickup or mail			
	-		
(e) The individual is unable to show proo			
	zation, as required under MCL 15.234, that is the basis for		
the current written request's increased e	estimated fee deposit.		
	the stand for a discussion for the discussion of the state		Percent
	imated fee deposit from an individual if ANY of the following		Deposit
apply:			Required:
(a) The individual is able to show proof o			
(b) The county is subsequently paid in full	II for the applicable prior written request, OR		Deposit
(.,,		D D	Required:
	ave passed since the individual made the written request for	Date Paid:	nequireu.
(c) Three hundred sixty-five (365) days h			
(c) Three hundred sixty-five (365) days have which full payment was not remitted to the second secon	the county.		
(c) Three hundred sixty-five (365) days have which full payment was not remitted to the second state and the secon			Total Labor
(c) Three hundred sixty-five (365) days have which full payment was not remitted to the second state and the secon	the county.		
(c) Three hundred sixty-five (365) days have which full payment was not remitted to a which full payment was not remitted to be been been been been been been been	the county.	Number of Days	Total Labor
(c) Three hundred sixty-five (365) days his which full payment was not remitted to Late Response Labor Costs Reduction If the county does not respond to a written require county must do the following:	the county.		Total Labor
(c) Three hundred sixty-five (365) days his which full payment was not remitted to Late Response Labor Costs Reduction if the county does not respond to a written require county must do the following: (a) Reduce the charges for labor costs of	the county. uest in a timely manner as required under MCL 15.235(2), the	Number of Days	Total Labor Costs: Minus
(c) Three hundred sixty-five (365) days his which full payment was not remitted to Late Response Labor Costs Reduction if the county does not respond to a written require county must do the following: (a) Reduce the charges for labor costs of	the county. uest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds	Number of Days Over Required Response Time:	Total Labor Costs:
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to the second state Response Labor Costs Reduction if the county does not respond to a written required to the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: 	the county. Juest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the	Number of Days Over Required	Total Labor Costs: Minus
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superscript the county does not respond to a written required to the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was a superscript for the temp of temp of	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR	Number of Days Over Required Response Time:	Total Labor Costs: Minus
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superscript the county does not respond to a written required to the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was a superscript for the temp of temp of	the county. Juest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the	Number of Days Over Required Response Time:	Total Labor Costs: Minus
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 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superscript the county does not respond to a written required to the county must do the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was words of the body of a let 	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250	Number of Days Over Required Response Time: Multiply by 5%	Total Labor Costs: Minus Reduction
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superior of the county does not respond to a written required to the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was way (ii) The written request into words of the body of a let included the words, chara 	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250 ter, facsimile, electronic mail, or electronic mail attachment, or specifically	Number of Days Over Required Response Time: Multiply by 5% = Total Percent	Total Labor Costs: Minus Reduction = Reduced
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superior of the county does not respond to a written required to the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was way (ii) The written request ind words of the body of a let included the words, chara "copy", or a recognizable of the labor was a superior of the labor words words	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250 ter, facsimile, electronic mail, or electronic mail attachment, or specifically cters, or abbreviations for "freedom of information," "information," "FOIA"	Number of Days Over Required Response Time: Multiply by 5% = Total Percent	Total Labor Costs: Minus Reduction = Reduced Total Labor
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superscript the county does not respond to a written requirement of the county does not respond to a written requirement do the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was words of the body of a let included the words, chara "copy", or a recognizable to the form of an envelope, and the form of an envelope, and the form of an envelope. 	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250 ter, facsimile, electronic mail, or electronic mail attachment, or specifically cters, or abbreviations for "freedom of information," "information," "FOIA" misspelling of such, or appropriate legal code reference for this act, on the or in the subject line of an electronic mail, letter, or facsimile cover page.	Number of Days Over Required Response Time: Multiply by 5% = Total Percent Reduction:	Total Labor Costs: Minus Reduction = Reduced Total Labor
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 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a superscript the county does not respond to a written required for the county must do the following: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was words of the body of a let included the words, chara "copy", or a recognizable of the front of an envelope, or the following applics and the form of an envelope, or the following applies and the form of the county's 	the county. Juest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250 ter, facsimile, electronic mail, or electronic mail attachment, or specifically cters, or abbreviations for "freedom of information," "information," "FOIA" misspelling of such, or appropriate legal code reference for this act, on the or in the subject line of an electronic mail, letter, or facsimile cover page. FOIA Procedures and Guidelines is available free of charge from: ia@baycounty.net Address: 515 Center Avenue, Ste. 402, Bay City, MI 48708	Number of Days Over Required Response Time: Multiply by 5% = Total Percent Reduction:	Total Labor Costs: Minus Reduction = Reduced Total Labor
 (c) Three hundred sixty-five (365) days his which full payment was not remitted to a which full payment was not remitted to a which full payment was not remitted to a solution of the county does not respond to a written requision of the county does not respond to a written requision of the county does not respond to a written requision of the time permitted for a response to the following applies: (a) Reduce the charges for labor costs of the time permitted for a response to the following applies: (i) The late response was words of the body of a let included the words, chara "copy", or a recognizable to the front of an envelope, or the fort of an envelope, the fort of the county's website: www.baycounty-mi.gov Email: for the solution of the county of the county	the county. Lest in a timely manner as required under MCL 15.235(2), the therwise permitted by 5% for each day the county exceeds request, with a maximum 50% reduction, if EITHER of the willful and intentional, OR cluded language that conveyed a request for information within the first 250 ter, facsimile, electronic mail, or electronic mail attachment, or specifically cters, or abbreviations for "freedom of information," "information," "FOIA" misspelling of such, or appropriate legal code reference for this act, on the or in the subject line of an electronic mail, letter, or facsimile cover page. FOIA Procedures and Guidelines is available free of charge from: ia@baycounty.net Address: 515 Center Avenue, Ste. 402, Bay City, MI 48708 Payment Options:	Number of Days Over Required Response Time: Multiply by 5% = Total Percent Reduction: Deposit Amount	Total Labor Costs: Minus Reduction = Reduced Total Labor
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