



Wayne County Community College District

District Office

801 W. Fort Street
Detroit, MI 48226
(313) 496-2765
(313) 963-5816 fax

Human Resources

Freedom of Information Act Request Detailed Cost Itemization

Date: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to Wayne County Community College District's FOIA Policies and Guidelines. These fees are being charged because failure to do so will result in unreasonably high costs to the College that are excessive and beyond the normal or usual amount for those services compared to the College's usual FOIA requests.

Labor Cost to Locate: Total

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.

Hourly Wage Charged: _____ **Minutes to Locate:** _____ \$
(Rate of Lowest-Paid Employee capable of work) (15 Min Increments, Rounded Down)

Labor Cost for Separating Exempt from Non-Exempt (Redacting): Total

This is the cost of labor of a college employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information.

Hourly Wage Charged: _____ **Minutes to Locate:** _____ \$
(Rate of Lowest-Paid Employee capable of work) (15 Min Increments, Rounded Down)

This is the cost of labor of a contracted employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information.

Hourly Wage Charged: _____ **Minutes to Locate:** _____ \$
(Not to exceed 6 times State Minimum Hourly Wage) (15 Min Increments, Rounded Down)

Labor Cost for Duplicating/Copying: Total

This is the cost of labor directly associated with duplication of publication, including making paper copies, 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.

Hourly Wage Charged: _____
(Rate of Lowest-Paid Employee capable of work)

Minutes to Locate: _____
(15 Min Increments, Rounded Down) \$

Material Cost for Duplicating/Copying:		Total
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Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection). The cost shall be no more than the actual cost of the copy (paper, toner, etc.)

Letter (8.5 x 11) per sheet: _____ No. of Sheets: _____ \$

Legal (8.5 x 14) per sheet: _____ No. of Sheets: _____ \$

Tabloid (11 x 17) per sheet: _____ No. of Sheets: _____ \$

The following media will be charged at Actual Cost:

Oversized Prints per sheet: _____ No. of Sheets: _____ \$

Compact Discs: _____ No. of Discs: _____ \$

Portable Drive: _____ No. of Drives: _____ \$

Mailing Cost:	Total
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Wayne County Community College District will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required. The College may charge for the least expensive form of postal delivery confirmation. The College cannot charge more for expedited shipping or insurance unless specifically requested by the requester.

Actual cost for envelope: _____ \$

Actual cost of postage: _____ \$

Actual cost of delivery confirmation: _____ \$

Expedited shipping or insurance (as requested):
_____ \$

Total Due:	\$
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