

Eastern Michigan University Freedom of Information Act Fee Itemization Form - ESTIMATE

Requesting party:

Request description:

15.234.amended Sec. 4. (1) Category & Description of Costs					
<p>(a) That portion of labor costs directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request. The public body shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor. Labor costs under this subdivision shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down.</p>					
Cost estimate:	<i>Hourly wage</i>	<i>Benefits % multiplier used*</i>	<i>Hourly wage with benefits</i>	<i>Estimated time (Hours)</i>	<i>Estimated fee for (a)</i>
<p>(b) That portion of labor costs, including necessary review, if any, directly associated with the separating and deleting of exempt information from nonexempt information as provided in section 14. For services performed by an employee of the public body, the public body shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from nonexempt information in the particular instance as provided in section 14, regardless of whether that person is available or who actually performs the labor. If a public body does not employ a person capable of separating and deleting exempt information from nonexempt information in the particular instance as provided in section 14 as determined by the public body's FOIA coordinator on a case-by-case basis, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information in the same manner as employee labor costs when calculating charges under this subdivision if it clearly notes the name of the contracted person or firm on the detailed itemization described under subsection (4). Total labor costs calculated under this subdivision for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate determined under section 4 of the workforce opportunity wage act, 2014 PA 138, MCL 408.411 to 408.424. Labor costs under this subdivision shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. A public body shall not charge for labor directly associated with redaction under section 14 if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the public body's possession.</p>					
Cost estimate:	<i>Hourly wage</i>	<i>Benefits % multiplier used*</i>	<i>Hourly wage with benefits</i>	<i>Estimated time (Hours)</i>	<i>Estimated fee for (b)</i>
<p>(c) For public records provided to the requestor on nonpaper physical media, the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. This subdivision does not apply if a public body lacks the technological capability necessary to provide records on the particular nonpaper physical media stipulated in the particular instance.</p>					
Cost estimate:	<i>Hourly wage</i>	<i>Benefits % multiplier used*</i>	<i>Hourly wage with benefits</i>	<i>Estimated time (Hours)</i>	<i>Estimated fee for (c)</i>
<p>(d) For paper copies of public records provided to the requestor, the actual total incremental cost of necessary duplication or publication, not including labor. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A public body shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</p>					
Cost estimate:	<i>Hourly wage</i>	<i>Benefits % multiplier used*</i>	<i>Hourly wage with benefits</i>	<i>Estimated time (Hours)</i>	<i>Estimated fee for (d)</i>
<p>(e) The cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor. The public body shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor. Labor costs under this subdivision may be estimated and charged in time increments of the public body's choosing; however, all partial time increments shall be rounded down.</p>					
Cost estimate:	<i>Hourly wage</i>	<i>Benefits % multiplier used*</i>	<i>Hourly wage with benefits</i>	<i>Estimated time (Hours)</i>	<i>Estimated fee for (e)</i>
<p>(f) The actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner. The public body shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.</p>					
Cost estimate:			<i>Anticipated shipping method</i>	<i>Estimated cost for (f)</i>	

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Requesting party:

Request description:

Cost estimate total:
(a)
(b)
(c)
(d)
(e)
(f)
Total estimate

Make checks payable to: Eastern Michigan University 11 Welch Hall ~ Ypsilanti, MI 48197 ATTN: FOIA Coordinator

Cost estimate deposit due to process request:
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**The university may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used. The university shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted in this detailed itemization.*