

**FOIA RESPONSE FEE ESTIMATE**

Name of Person Requesting Information: \_\_\_\_\_

Date submitted to the FOIA Coordinator: \_\_\_\_\_

5 day due date: \_\_\_\_\_

10 day due date: \_\_\_\_\_

Best efforts estimate when records will be available: \_\_\_\_\_

Pursuant to Section 4(1) of the FOIA (MCL 15.234), the Board of Trustees may recoup the labor costs of search, duplication, mailing, labor, redaction, etc., in responding to your request. With respect to your request for said information, you will be responsible for actual duplication costs including, but not limited to copying costs of not more than \$0.10 per page.

Based on the nature of your request it is anticipated that the total fee to be charged in responding to your request will exceed \$50.00. Accordingly, the Board of Trustees requires a good faith deposit of [50% or 100%] of the total estimated fee before providing the requested records. Below, please find a detailed itemization of the estimated fees that lists and explains the charges of the six (6) fee components listed in Section 4(1) of the P.A. 442 of 1976 (MCL 15.234).

**LABOR COSTS**

**Estimated Search Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per hour; \_\_\_ # of hours)

The portion of the labor costs associated with the necessary search, location and examination of the requested public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

**Estimated Review & Redaction Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per hour; \_\_\_ # of hours)

The portion of the labor costs directly associated with the separating and deleting of exempt information from nonexempt information, at a cost of the hourly wage of the lowest-paid employee capable of separating and deleting exempt information from nonexempt information. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

**Estimated Contracted Review & Redaction Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per hour; \_\_\_ # of Hours)

**Name of Contractor:** \_\_\_\_\_

The cost of necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information at an hourly cost not exceeding an amount equal to 6 times the state's legal minimum hourly wage rate.

**Estimated Duplication Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per hour; \_\_\_ # of hours)

The portion of the labor costs directly associated with the duplication or publication, including making paper or digital copies and transmitting those duplications, of the public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

**Estimated Fringe Benefit Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ daily fringe benefit value x \_\_\_ multiplier)

The Retirement System may add up to 50% to the applicable labor charge to cover or partially cover the cost of fringe benefits. Subject to the 50% limitation, the Retirement System shall not charge more than the actual cost of fringe benefits. Overtime wages shall not be used in calculating fringe benefits. If the Retirement System has provided the applicable website address for a record in its written response and the requester thereafter requests that the public record be provided in a paper format or other form, the Retirement System may utilize a fringe benefit multiplier greater than the 50% limitation, but not to exceed the actual costs of providing the information as requested.

**Total Estimated Labor Cost:** \$ \_\_\_\_\_

**NON-LABOR COSTS**

**Estimated Non-Paper Media Cost:** \$ \_\_\_\_\_

The actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.

**Estimated Copying Cost:** \$ \_\_\_\_\_ (\_\_\_\_\_ @ \$0.10 per page)

Utilizing the most economical means available for making copies of the requested public records.

**Estimated Cost of Mailing Cost:** \$ \_\_\_\_\_

The actual cost of mailing for sending the public records in a reasonably economical and justifiable manner.

**Subtotal Estimated Non-Labor Costs** \$ \_\_\_\_\_

+

**Subtotal Estimated Labor Costs** \$ \_\_\_\_\_

**Total Estimated Costs** \$ \_\_\_\_\_

**Total Good Faith Deposit Required** \$ \_\_\_\_\_ (Total Estimated Fee × 50% (0.50))