

ATTACHMENT C

Standard Form for Detailed Itemization of Fee Amounts

The Standard Form for Detailed Itemization of Fee Amounts equals that created by the Michigan Department of Technology, Management, and Budget Pursuant to MCL 15.234(4); DMB50 Rev. 6/15.

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 the Bloomington Public Schools.

A fee for labor cost is being charged because the failure to do so will result in unreasonably high costs to Bloomington Public School District because of the nature of the request in this particular instance. Specifically, [identify the nature of this unreasonably high cost(s)].

Labor costs shall not be more than the hourly wage of Bloomington Public School Districts 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 costs 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.

TOTAL CATEGORY COST

LABOR COST TO LOCATE	
Hourly wage charged = \$17.00 multiplied by _____ 15 minute (.25 hour) increments	\$ _____

LABOR COST TO COPY	
Hourly wage charged = \$10.85 multiplied by _____ 15 minute (.25 hour) increments	\$ _____

EMPLOYEE LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL	
Hourly wage charged = \$17.00 multiplied by _____ 15 minute (.25 hour) increments	\$ _____

CONTRACTED LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL with _____	
Hourly wage charged = \$17.00 multiplied by _____ 15 minute (.25 hour) increments	\$ _____

COPYING (DUPLICATION OR PRINTING) COST	
Letter (8.5” x 11”) single or double sided	

_____ pages at .10 per page	\$ _____
Legal (8.5" x 14") single or double sided _____ pages at .12 per page	\$ _____
Other sizes single or double sided _____ pages at .15 per page	\$ _____
Non-physical digital media _____ CD at \$2.00 each _____ Flash Drive at \$10.00 each	\$ _____

MAILING COST	
** In accordance with current fee schedule from www.usps.com	
Postage = \$ _____ per stamp	\$ _____
Postage = \$ _____ per pound	\$ _____
Postage = \$ _____ per package	\$ _____
Postal delivery confirmation	\$ _____
Expedited shipping or insurance if requested	\$ _____

Affidavit of Indigency Submitted per section I.D.7.a? Y/N	If Yes, subtract \$20	-- \$ _____
Qualified Non-Profit Organization per section I.D.7.b? Y/N	If Yes, subtract \$20	-- \$ _____

Grand Total	\$ _____
--------------------	----------

Is the total \$50.00 or more? If yes, a good faith deposit of 50% is required before the request will be processed. 50% of Grand Total = .50 x \$ _____	\$ _____
---	----------

Balance due at pick up or prior to mailing	\$ _____
---	----------

Please make checks payable to Bloomington Public Schools