

ATTACHMENT C
Standard Form for Detailed Itemization of Fee Amounts

. **Marvin L. Winans Academy of Performing Arts**
FOIA FEE ITEMIZATION FORM

Requestor's Name _____ Date on Request _____
 Hand-Delivered U.S. Mail E-mail Fax Other _____ Date Receivedⁱ _____

_____ Estimated Fee -or- _____ Actual Fee

Record available on website but copy nonetheless requested: Yes No

Labor Costs					
Item Descriptionⁱⁱ	Hourly Rateⁱⁱⁱ	Fringe Benefit %^{iv}	Overtime Rate^v	No. of 15 minute increments^{vi}	Total Charge
Searching/Locating/ Examining Records	Employee Hourly wage ^{vii} _____ x	1. _____ +/- =	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Separating and Deleting Exempt from Nonexempt Information/Records	<input type="checkbox"/> Employee Hourly wage _____ x	1. _____ +/- =	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
	OR				
	<input type="checkbox"/> Contracted Labor Costs _____ x (Not to exceed 6x State minimum wage)			\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Duplicating or Publishing Records ^{viii}	Employee Hourly wage _____ x	1. _____ +/- =	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Name of person or firm engaged under contract to separate and delete exempt from nonexempt information/records, if applicable: _____				Subtotal Labor Costs = \$ _____	

Copying Cost for Paper Copies^{ix}

Letter (8½" x 11") paper at \$0.____ each^x	Legal (8½"x 14") paper at \$0.____ each	Size _____ paper at \$0.____ each	Size _____ paper at \$0.____ each	Total Charge		
No. of Sheets ____ x \$0.____ = \$ _____	No. of Sheets ____ x \$0.____ = \$ _____	No. of Sheets ____ x \$0.____ = \$ _____	No. of Sheets ____ x \$0.____ = \$ _____	\$ _____		
Postal Delivery Charges						
Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/ Special Request	Total Charge
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ _____	\$ _____

Non-Paper Physical Media				
USB Flash Drives	Computer Discs	Other Digital Media _____	Other/ Special Requested?	Total Charge
\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ _____	\$ _____
Discounts Qualified for \$20 Discount? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, subtract \$20.00. <input type="checkbox"/> Indigence (maximum of 2 discounts per calendar year) <input type="checkbox"/> State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts) Qualified for Waiver or Reduction as primary and benefiting the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, insert amount of waiver or reduction. \$ _____			(\$ _____)	
TOTAL FEE = \$ _____				
If estimated fee is over \$50.00, the [District][ISD][PSA] shall charge a good faith deposit of 50 % of the estimated fee.		Amount of Deposit \$ _____	Estimated Date Available _____	Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No
If a good faith deposit is paid, subtract the amount of the good-faith deposit received.			(\$ _____)	
Reduction for untimely response by the Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, subtract 5% of labor costs x ____ days late [up to a maximum 50% reduction of labor costs] = _____ reduction.			(\$ _____)	
Diverted to Spam/Junk Mail? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate date and time <i>delivered to</i> Spam/Junk Mail [_____, 20__ at ___ am/pm] and date and time <i>discovered in</i> Spam/Junk Mail [_____, 20__ at ____ am/pm]. ^{xi}				
TOTAL DUE= \$ _____				

ⁱA FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the [PSA]. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account.

ⁱⁱ A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from nonexempt information unless failure to charge would result in unnecessarily high costs to the [PSA].

ⁱⁱⁱ The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

^{iv} The [PSA] will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the [PSA] website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the [PSA] charge more than the actual cost of fringe benefits.

^v Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the [PSA].

^{vi} In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 8 for exception.) Divide the resulting hourly wage(s) by four to determine the charge per 15 minute increment.

^{vii} If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

^{viii} Labor costs for duplicating or publishing records may be estimated and charged in time increments of the [PSA's] choosing, with all partial time increments rounded down. The [PSA] has determined to charge labor costs for duplicating or publishing records in 15 minute increments.

^{ix} The [PSA] shall utilize the most economical means available for making copies, including using double-sided printing.

^x The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" or "8½ x 14" sheets of paper.

^{xi} If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.