**FOIA COST ESTIMATE WORKSHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | FOIA Request Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Actual Cost: Yes No | | | Estimate of Cost: Yes No | | | | | | | | |
| LINE | CLASSIFICATION OF  LOWEST PAID EMPLOYEE  CAPABLE OF  RETRIEVING/ COPYING  THE INFORMATION  (POSITION/TITLE) | HOURLY  PAY  INCLUDING  BENEFITS  AMOUNT | TIME TO  COMPLY  IN 1/4 HOUR  INCREMENTS | | TOTAL  COST  AMOUNT | | # OF  PAGES OF  DOCUMENTS | | # OF  PAGES  TIMES  $0.10/PAGE  AMOUNT | | TOTAL  AMOUNT |
| **Copying Charges** | | | | | | | | | | | |
| **1** | Copies |  |  | |  | |  | | $0.10 per page | |  |
| **Retrieval of Public Records** | | | | | | | | | | | |
| **2** | General Office Assistant |  |  | |  | |  | |  | |  |
| Secretary |  |  | |  | |  | |  | |  |
| Department Manager |  |  | |  | |  | |  | |  |
| Supervisor/Clerk |  |  | |  | |  | |  | |  |
| **Copying of Public Records** | | | | | | | | | | | |
| **3** | General Office Assistant |  | |  | |  | |  | |  |  |
| Secretary |  | |  | |  | |  | |  |  |
| Department Manager |  | |  | |  | |  | |  |  |
| Supervisor/Clerk |  | |  | |  | |  | |  |  |
| **Separation of Exempt from Nonexempt Information** | | | | | | | | | | | |
| **4** | General Office Assistant |  | |  | |  | |  | |  |  |
| Secretary |  | |  | |  | |  | |  |  |
| Department Manager |  | |  | |  | |  | |  |  |
| Supervisor/Clerk |  | |  | |  | |  | |  |  |
| Outside legal counsel |  | |  | |  | |  | |  |  |
| **Other Charges** | | | | | | | | | | | |
| **5** | OTHER CHARGES (pick-up/delivery charges; mileage (at current IRS) rate, packaging, etc.) | | | | | | | | | |  |
| **6** | MAILING COSTS | | | | | | | | | |  |
| **7** | TOTAL COST ESTIMATE | | | | | | | | | |  |
| **8** | DEPOSIT REQUIRED (if estimated cost exceeds $50.00) (not to exceed 50% of estimated fee in Line 7 above) | | | | | | | | | |  |

**GENERAL COSTS GUIDELINES**

|  |  |
| --- | --- |
| Duplication Per Page (each side copied) | $.10 |
| Labor: Hourly Rate/Benefits of lowest paid employee capable of performing compliance tasks (includes fringe benefits at one-half of employee’s hourly wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)\* |  |
| Labor: Outside counsel time (equal to six times the current state minimum hourly wage rate) for separation of exempt from nonexempt information (January 1, 2016: $8.50 per hour; January 1, 2017: $8.90 per hour; January 1, 2018: $9.25) (subject to change based on change in state minimum hour wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment) | $51.00 per hour |
| Mailing Costs | Actual |
| Specialty copies (Photo discs, photo reproductions; audio or video tapes or discs) | Actual |
| Other (Insurance; overnight or express delivery charges) | Actual |

\*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA, is the lowest paid fulltime Township employee (General Office Assistant) **capable** of retrieving/copying necessary information/records. However, when professional/ technical class **capable** employee is required to process requests requiring certain information retrievals, examinations, and redaction, the hourly rate of the lowest paid capable professional/technical employee is charged or, if outside legal counsel is required, the rate used is equal to six times the then-current minimum wage.