

Fee for FOIA Requests

Search, Examination, Review, Separation of Exempt from Non-Exempt Information

Labor	Hourly Wage		<u>A</u>	
	Fringe Benefit Multiplier (up to 50%) ¹		<u>B</u>	
	Fringe Benefit Multiplier (over 50%) ²		<u>C</u>	
	Total Hourly Rate	=A*1.B or 1.C		
Time Spent	<i>15 min increments</i>		<u>D</u>	
	Total Internal Labor Costs	=(A*1.B)*D		
Outside Contractor Cost (<\$48.90)	<u>COMPANY NAME</u>		<u>E</u>	
	Total Search Costs			=[(A*1.B)*D]+E

Duplication Costs

Cost per sheet of paper			<u>F</u>	
	Letter, Legal, Doublesided Copy			
Number of sheets of paper			<u>G</u>	=F*G
Nonpaper Physical Media				
	Price		<u>H</u>	
	Quantity		<u>I</u>	=H*I
Labor	Hourly Wage		<u>J</u>	
	Time Spent	<i>hour increments</i>	<u>K</u>	=J*K
	Total Duplication Costs			=(F*G)+(H*I)+(J*K)

Mailing Costs

USPS	First Class Postage	\$	0.49	<u>L</u>	
USPS	Return Receipt Service	\$	2.70	<u>M</u>	
<u>PROVIDER</u>	Expedited Service			<u>N</u>	
	Total Mailing Costs				=L+M+N

Discounts

Requestor is indigent and cost is less than \$20		<u>O</u>
Requestor is a qualifying non-profit ³		<u>P</u>
All or portion of information is available on website		<u>Q</u>
FCS's untimely response-5% for each day late		<u>R</u>
Less Discount		=O+P+Q+R

Total FOIA Fee Due

SUM (column)

Deposit

Deposit Rate (<51%) ⁴		<u>S</u>
Deposit Rate (100%) ⁵		<u>T</u>
To be paid by	<u>DATE</u>	
	Less Total Deposit	=SUM*S or T

Balance Due Upon Receipt =Total Fee - Deposit

¹ If information is readily available on the website

² If information is readily available on the website, but requestor insists on paper copies

³ Recognized non-profit under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act and the Protection and Advocacy for Individuals with Mental Illness

⁴ If total fee exceeds \$50

⁵ Charge before search if not paid in full on fulfillment of previous request in the last 365 days