

City of Holland, Ottawa County
Holland Board of Public Works, Public Safety (Fire & Police)

Itemization Form

Keep original and provide copy, along with Procedures and Guidelines and Public Summary to requestor at no charge, if not on web site.

FOIA Fee Itemization Form (Eff. 7-1-2015)
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Component	Cost Calculations	Total
1. Labor Costs- Search, Location and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination \$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____%</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$_____ x 1. ____ = \$_____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment \$_____ / 4 = \$_____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x \$_____ = \$_____</p>	<p align="right">\$_____</p>
2. Employee Labor Costs- Redaction*	<p>If performed by the public body's employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the reaction \$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____%</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$_____ x 1. ____ = \$_____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment \$_____ / 4 = \$_____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x \$_____ = \$_____</p>	<p align="right">\$_____</p>
2. Contracted Labor Costs- Redaction*	<p>If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted: _____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$9.65 x 6=\$57.90) \$_____ per hour</p>	

	Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment $\$ \underline{\hspace{1cm}} / 4 = \$ \underline{\hspace{1cm}}$	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{1cm}} \times \$ \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$	\$ _____
3. Non-Paper Physical Media	Actual and most reasonably economical cost of: Flash Drives \$ _____ x number used _____ = \$ _____ Computer Discs \$ _____ x number used _____ = \$ _____ Other Media \$ _____ x number used _____ = \$ _____	\$ _____
4. Paper Copies	Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u> : Letter paper (8 1/2" x 11") number of sheets ____ x \$0.____ = \$ _____ Legal paper (8 1/2" x 14") number of sheets ____ x \$0.____ = \$ _____ Actual cost of other types of paper: Type of Paper: _____ number of sheets ____ x \$ _____ = \$ _____ Type of Paper: _____ number of sheets ____ x \$ _____ = \$ _____ (NOTE: Must print double-sided if available and costs less)	\$ _____
5. Labor Cost-Duplication Copying, and transferring records to non-paper physical media	Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media $\$ \underline{\hspace{1cm}}$ per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\underline{\hspace{1cm}}\%$ Multiply the hourly wage times the fringe benefit multiplier $\$ \underline{\hspace{1cm}} \times 1. \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\$ \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$ Divide the resulting hourly wage by _____ to determine the charge per _____ (____) minute increment $\$ \underline{\hspace{1cm}} / 4 = \$ \underline{\hspace{1cm}}$ (NOTE: May use any time increment for this category)	
	Number of ____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{1cm}} \times \$ \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$	\$ _____

