

**SWARTZ CREEK AREA FIRE DEPARTMENT
FREEDOM OF INFORMATION ACT RESPONSE & FEE SUMMARY**

Name of Person Requesting Information: _____

Date submitted to the FOIA Coordinator: _____

5 day due date: _____

10 day due date: _____

Pursuant to Section 4(1) of the FOIA (MCL 15.234), Swartz Creek Area Fire Department (SCAFD) may recover the labor costs of the search, duplication, mailing, labor, redaction, etc., incurred in responding to your request. With respect to your request, you will be responsible for actual duplication costs including, but not limited to, copying costs of not more than \$0.10 per page unless this cost is governed by other statutory authority. See MCL 15.234(10).

Below is an itemization of the fees due that explains in detail the six fee components listed in Section 4(1) of the P.A. 442 of 1976 (MCL 15.234).

LABOR COSTS

Search Cost: \$_____ (\$ _____ per hour; ___ # of hours)

This figure represents the portion of the labor costs associated with the necessary search, location, and examination of the requested public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down. If stipulated by the requester, the SCAFD may add the hourly overtime wage increment (not included in the calculation of fringe benefit costs).

Review & Redaction Costs: \$_____ (\$ _____ per hour; ___ # of hours)

This figure represents the portion of the labor costs directly associated with the separating and deleting of exempt information from non-exempt information, at a cost of the hourly wage of the lowest-paid employee capable of separating and deleting exempt information from non-exempt information. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

Contracted Review & Redaction Costs: \$_____ (\$ _____ per hour; ___ # of hours)

Name of Contractor: _____

This figure represents the cost of necessary contracted labor costs used for the separation and deletion of exempt information from non-exempt information at an hourly cost not exceeding an amount equal to 6 times the state's legal minimum hourly wage rate (i.e. $\$8.15 \times 6 = \48.90).

Duplication Costs: \$_____ (\$ _____ per hour; ___ # of hours)

This figure represents the portion of the labor costs directly associated with the duplication or publication of the public records, including making paper or digital copies and transmitting those duplications, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down. If stipulated by the requester, the SCAFD may add the hourly overtime wage increment (not included in the calculation of fringe benefit costs).

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Fringe Benefit Costs: \$_____ (\$___ hourly fringe benefit value x ___ # of hours)

SCAFD may add up to 50% to the applicable labor charge to cover or partially cover the cost of fringe benefits. Subject to the 50% limitation, the SCAFD will not charge more than the actual cost of fringe benefits. Overtime wages shall not be used in calculating fringe benefits. If the SCAFD has provided the applicable website address for a record in its written response and the requester thereafter requests that the public record be provided in a paper format or other form, the SCAFD may utilize a fringe benefit multiplier greater than the 50% limitation, but not to exceed the actual costs of providing the information as requested.

Subtotal Labor Costs: \$_____

NON-LABOR COSTS

Non-Paper Media Cost: \$_____

This figure represents the actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.

Copying Cost: \$_____ (___ @ \$0.10 per page)

This figure represents the actual costs for copying the requested public records utilizing the most economical means available for making copies of the requested public records.

Cost of Mailing: \$_____

This figure represents the actual cost of mailing or sending the public records in a reasonably economical and justifiable manner.

Subtotal Non-Labor Costs \$_____

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|---------------------------------|------------------------------------|----------------|
| Subtotal Non-Labor Costs | \$_____ | |
| Subtotal Labor Costs | \$_____ | |
| | Total Costs | \$_____ |
| Deposit Paid (if any) | \$_____ | |
| | <u>Total Amount Payable</u> | \$_____ |