

Itemization of Allowable FOIA Charges

The following are [] estimated [] actual fees that will be charged to you by Jackson College for responding to your FOIA request in accordance with MCL 15.234.

Portion of labor costs directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request.

Jackson College shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor. Labor shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down.

\$ _____ (representing ____ hours at a rate of \$ _____)

The above cost is directly associated with the necessary searching, examining, reviewing and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to Jackson College will be unreasonably high due to the nature of the request; more specifically,

_____.

Labor Costs, Including Necessary Review, if Any, Directly Associated with the Separating and Deleting of Exempt Information from Nonexempt Information as Provided in MCL 15.244.

For services performed by an employee of Jackson College, the College shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from nonexempt information.

If Jackson College does not employ a person capable of separating and deleting exempt information from nonexempt information it may treat necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information in the same manner as employee labor costs when calculating charges. Total labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate. Labor costs shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down.

\$ _____ (non-contracted) (representing ____ hours at a rate of \$ _____)

\$ _____ (contract to _____) (representing ____ hours at a rate of \$ _____)

The above cost is directly associated with the necessary searching, examining, reviewing and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to Jackson College will be unreasonably high due to the nature of the request; more specifically,

_____.

For public records provided to the requestor on nonpaper physical media, the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media.

If requested, Jackson College may provide records on nonpaper physical media if it's within Jackson College's technological capability. The fee for such provision shall be the actual and most reasonably economical costs of the media:

\$ _____

For paper copies of public records provided to the requestor, the actual total incremental cost of necessary duplication or publication, not including labor.

This fee is based on the total cost per sheet of 8 1/2 x 11 inch or 8 1/2 x 14 inch paper at a rate of 10 cents or less as noted below. Double sided printing will be used for cost savings.

\$ _____ (____ sheets at a rate of _____ per sheet)

The cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

The College shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor. Labor costs under this subdivision may be estimated and charged in time increments of the College's choosing; however, all partial time increments shall be rounded down.

\$ _____ (representing _____ hours at a rate of \$ _____)

The above cost is directly associated with the necessary searching, examining, reviewing and/or redacting (as noted above) of public records to respond to your request. This fee is being charged because, if it is not charged, the cost to Jackson College will be unreasonably high due to the nature of the request; more specifically,

_____.

Actual Cost of Mailing, if Any.

The actual costs of mailing by the least expensive form of postal delivery confirmation or by other means if specifically requested by the requestor.

\$ _____

SUBTOTAL OF FEES \$ _____

Applicable Discounts and Reductions.

Indigent Requestor Discount, if Applicable.

\$ _____ (subtract \$20 from subtotal)

Nonprofit Organization Requestor Discount, if Applicable.

\$ _____ (subtract \$20 from subtotal)

Late Response Labor Costs Reduction, if Applicable.

\$ _____ (reduction of 5% per day late, to a maximum reduction of 50%)

TOTAL ESTIMATED/ACTUAL FEES AFTER ANY APPLICABLE DISCOUNTS/REDUCTIONS:

\$ _____

The Total Fees, less any deposit, must be paid before copies may be picked up, delivered or mailed.

JC's best effort estimate of the time frame it will take JC to provide the records is _____ days.

DETERMINATION OF DEPOSIT REQUIRED

Good Faith Deposit.

Jackson College may require a good faith deposit *prior to providing records to the requestor* if the fee estimate or charge exceeds \$50, after a good faith calculation of the total fee. This deposit may not exceed 50% of the total estimated fee.

Percentage charged for deposit _____%, for a required deposit of \$_____.

Increased Deposit, if Applicable.

Jackson College may require an estimated fee deposit of up to 100% *prior to beginning its search for records* if the requester has previously been provided documents under FOIA from Jackson College and has not paid the total amount of fees in full and all other statutory requirements are met.

Percentage charged for deposit _____%, for a required deposit of \$_____.