

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

**Grant Township, Cheboygan County**  
8908 Twin Lakes Rd  
Cheboygan, MI 49721  
Phone: 231-625-2055 (Hall Phone)  
Phone: 231-625-2691 (Clerk)

Detailed Cost Itemization

## Freedom of Information Act Request Itemized Cost Worksheet

Date: \_\_\_\_\_

Prepared for Request No.: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

### 1. Labor Cost for Copying / Duplication

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

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Hourly Wage Charged: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Charge per increment: \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_  
Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.  
\$ \_\_\_\_\_

OR

Charge per increment: \_\_\_\_\_

Number of increments \$ \_\_\_\_\_

1. Labor Cost

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

x \_\_\_\_\_  
= \_\_\_\_\_

**2. Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Charge per increment:

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_  
Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate.

OR

Charge per increment:

\$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

**2. Labor Cost**

Number of increments \$ \_\_\_\_\_

x \_\_\_\_\_  
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**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a township employee. If contracted, use No. 3b instead).*

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (**must be 15-minutes or more**); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**OR**

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_  
Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.  
\$ \_\_\_\_\_

Charge per increment:

**OR**

Charge per increment:

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down.  
Enter below:

**3a. Labor Cost**

Number of increments \$ \_\_\_\_\_

x \_\_\_\_\_  
= \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

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As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (currently \$8.15).

**Name of contracted person or firm:**

\_\_\_\_\_

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

**Hourly Cost Charged: \$** \_\_\_\_\_  
\$ \_\_\_\_\_

**Charge per increment:**

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to:

\_\_\_\_\_ increments. **3b. Labor Cost**  
Enter below: **\$** \_\_\_\_\_  
**Number of increments**  
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**Other paper sizes** (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

## 5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township **may** charge for the least expensive form of postal delivery confirmation.
- The township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.\*

	Number of Envelopes or Packages:	Costs:
<b>Actual Cost of Envelope or Packaging:</b> \$ _____	x _____	\$ _____
	=	
<b>Actual Cost of Postage:</b> \$ _____ per stamp		\$ _____
\$ _____ per pound	x _____	\$ _____
\$ _____ per package	=	\$ _____
	x _____	
<b>Actual Cost (least expensive) Postal Delivery Confirmation:</b> \$ _____	=	\$ _____
	x _____	
<b>*Expedited Shipping or Insurance as Requested:</b> \$ _____	=	\$ _____
	x _____	
	=	<b>5. Total Mailing Cost</b>
	x _____	
	=	\$ _____

\* Requestor has requested expedited shipping or insurance

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**Circle applicable:** Disc / Tape / Drive / Other Digital Medium **Cost per Item:** \_\_\_\_\_

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x \_\_\_\_\_ =

**Costs:**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**6a. Web  
Copy Cost**

\$ \_\_\_\_\_

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To figure the number of increments, take the *number of minutes*:  
\_\_\_\_, *divide by*  
\_\_\_\_-*minute increments, and*  
*round down.*  
*Enter below:*

**Number of increments**

x \_\_\_\_\_ =

**6b. Web  
Labor Cost**

\$ \_\_\_\_\_

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**Costs:**

\$ \_\_\_\_\_

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\$ \_\_\_\_\_

**6c. Web  
Mailing Cost**



Cost estimate  
Bill

**Subtotal Fees Before Waivers, Discounts or Deposits:**  
for Copying:

Estimated Time Frame to Provide Records:

\_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

**3a. Labor Cost to Redact:**

**3b. Contract Labor Cost to Redact:**

**4. Copying/Duplication Cost:**

**5. Mailing Cost:**

**6a. Copying/Duplication of Records on Website:**

**6b. Labor Cost for Copying Records on Website:**

**6c. Mailing Costs for Records on Website:**

1. Labor Cost

2. Labor Cost to Locate: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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**Subtotal Fees:**

**Waiver: Public Interest**

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived

OR

All fees are reduced

**Subtotal Fees**

**After Waiver: \$ \_\_\_\_\_**

by: \_\_\_\_\_ %

**Discount : Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished without charge for the first

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**

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**Subtotal Fees After Discount  
(subtract \$20):**

\$ \_\_\_\_\_

**Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
  
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.
  
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

**Nonprofit Discount**

**Eligible for**

**Subtotal Fees  
After  
Discount  
(subtract  
\$20):** \$ \_\_\_\_\_

**Deposit: Good Faith**

The township may require a good-faith deposit before providing the public records to the requestor if **the entire fee estimate or charge authorized under this section exceeds \$50.00**, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.

**Percent of Deposit:** \_\_\_\_\_%

**Date Paid:** \_\_\_\_\_

**Deposit  
Amount  
Required:** \$ \_\_\_\_\_

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(a) The final fee for the prior written request was not more than 105% of the estimated fee.

(b)

The public records made available contained the information being sought in the prior written request and are still in the township's possession.

(c)

The public records were made available to the individual

(a) The individual is able to show proof of prior payment in full to the township, **OR**

(b)  
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Date Paid:

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Percent Deposit Required:

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Deposit Required:

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**Late Response Labor Costs Reduction**

If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township **must** do the following:

(a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, **with a maximum 50% reduction**, if **EITHER** of the following applies:

(i) The late response was willful and intentional, **OR**

(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of Days Over Required Response Time:

\_\_\_\_\_ Multiply by 5%

= Total Percent Reduction:

\_\_\_\_\_

Total Labor Costs

\$ \_\_\_\_\_

Minus Reduction

\$ \_\_\_\_\_

= Reduced Total Labor Costs

\$ \_\_\_\_\_

The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from:

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Request Will Be Processed,  
But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or  
Mailed**

Date Paid:

\_\_\_\_\_

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Total  
Balance  
Due:

\$ \_\_\_\_\_

-

*(Form created by Michigan Townships Association, April 2015)*