FOIA FEE ITEMIZATION FORM WATERFORD SCHOOL DISTRICT

Requestor's Name	stor's Name Date of Request									
Estimate Fee	or			Actual Fe	ee					
Item Description	Hourly Rate		nge fit %²	Overtime Rate ³	No. of 15-minute increments ⁴			Total Charge		
Locating/Retrieving Records	Hourly wage		+/=	\$=			/ 4 = \$) ncrements) =		\$	
Reviewing Records	Hourly wage		+/=	\$=			4 = \$x ncrements) =		\$	
Redacting Records	Hourly wage		+/=	\$=			4 = \$x ncrements) =		\$	
Copying/Duplicating Records ⁶	Hourly wage		+/=	\$=			1 = \$x ncrements) =		\$	
Contracted Labor Costs–Redaction	⁷ Hourly wage		/A	N/A	\$ / 4 = \$ x (increments) =			\$		
Name of contracted person or firm if applicable: Subtotal Labor Costs = \$										
	Copying Cost for Paper Copies ⁸									
Letter (8½" x 11") paper at \$0 each ⁹	8					Size paper at \$0each		1	Total Charge	
No. of Sheets x \$0= \$						No. of Sheets x \$0= \$		\$		
Mailing Cost										
Cost of Pockaging Pockaging			Delivery nation	,	Special Shipping Cost		nsurance Cost	Total Charge		
\$	\$		\$		\$		\$		\$	

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Nonpaper Physical Media								
USB Flash Drives	Computer Discs	Other Digital Media	Total Charge					
\$ x number used = \$	\$ x number used = \$	\$ x number used = \$	\$					
Qualified for \$20 Reduction	on? If yes, subtract \$20.		(\$)					
TOTAL FEE = \$								
If estimated fee is over \$5	0, the District shall charge a	Paid? Y/N						
deposit of 50% of the estimate	\$							
Subtract any good-faith d								
			(\$)					
Reduction amount due to	(\$)							
0.5% of fee x days la	te = reduction.							
TOTAL DUE= \$								

¹ The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

² The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

³ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

⁴ In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

⁵ Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

⁶ Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

⁷ This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.

⁸ The District shall utilize the most economical means available for making copies, including using double-sided printing.

⁹ The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.