

**APPENDIX A - FOIA PROCEDURES AND GUIDELINES**  
**Charter Township of Waterford FOIA Fee Itemization Form - Updated 1/17/23**

<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>COST PER HOUR</b>
<b>(1) Labor Costs</b> Search, Location, and Examination of Records*	Enter the <u>hourly wage</u> of lowest paid employee capable of performing the search, location and examination	\$31.48
	<u>Fringe benefit</u> multiplier determined by dividing \$6.24/hour maximum fringe benefit cost by <u>hourly wage</u> . (maximum of 50% of the hourly wage unless records available online but requested in another format and not to exceed actual cost).	\$6.24 19.82%
	Subtotal the <u>hourly wage</u> and the <u>fringe benefit</u> cost to determine <u>hourly rate</u>	\$37.72
(overtime only)	If stipulated by the requestor, increase the <u>hourly rate</u> by the hourly overtime wage increment. Determine this with the following calculations:	
(overtime only)	<u>hourly wage x 1.5 = overtime wage</u>	\$47.22
(overtime only)	<u>(overtime wage - hourly wage) + hourly rate = OT hourly rate</u>	\$53.46
	Divide the resulting <u>hourly rate or OT hourly rate</u> by 4 to determine the charge per 15 minute increments	\$9.43
	Number of 15 minute increments (partial time increments must be rounded down)	0
	Calculated Labor Cost for Search, Location & Examination of Records (15 minute increments multiplied by the permitted labor rate as calculated above)	\$0.00
<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>COST PER HOUR</b>
<b>(2) Labor Costs</b> <b>Redaction</b> performed by public body's employee*	Enter the <u>hourly wage</u> of lowest paid employee capable of performing redaction	\$31.48
	<u>Fringe benefit</u> multiplier determined by dividing \$6.24/hour maximum fringe benefit cost by <u>hourly wage</u> . (maximum of 50% of the hourly wage unless records available online but requested in another format and not to exceed actual cost).	\$6.24 19.82%
	Subtotal the <u>hourly wage</u> and the <u>fringe benefit</u> cost to determine <u>hourly rate</u>	\$37.72
(overtime only)	If stipulated by the requestor, increase the <u>hourly rate</u> by the hourly overtime wage increment. Determine this with the following calculations:	
(overtime only)	<u>hourly wage x 1.5 = overtime wage</u>	\$47.22
(overtime only)	<u>(overtime wage - hourly wage) + hourly rate = OT hourly rate</u>	\$53.46
	Divide the resulting <u>hourly rate or OT hourly rate</u> by 4 to determine the charge per 15 minute increment	\$9.43
	Number of 15 minute increments (partial time increments must be rounded down)	0
	Calculated Labor Cost for Redaction performed by public body's employee (15 minute increments multiplied by the permitted labor rate as calculated above)	\$0.00

COMPONENT	DESCRIPTION	COST PER HOUR
<b>(3) Labor Costs</b> <b>Redaction</b> performed by a contractor*	Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator). Enter name of contracted person or firm:  Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$9.87 x 6 = \$59.22 as of 1/1/23) Number of 15 minute increments (partial time increments must be rounded down)  Calculated Labor Cost for Redaction performed by contractor (15 minute increments multiplied by the permitted labor rate as calculated above)	\$0.00 0 \$0.00
COMPONENT	DESCRIPTION	COST PER HOUR
<b>(4) Labor Costs</b> Duplication, Copying and Transferring records to non-paper physical media  (overtime only) (overtime only) (overtime only)	Enter the <u>hourly wage</u> of lowest paid employee capable of performing the duplication, copying or transferring of digital records to non-paper physical media  <u>Fringe benefit</u> multiplier determined by dividing \$6.18/hour maximum fringe benefit cost by <u>hourly wage</u> . (maximum of 50% of the hourly wage unless records available online but requested in another format and not to exceed actual cost).  Subtotal the <u>hourly wage</u> and the <u>fringe benefit cost</u> to determine <u>hourly rate</u>  If stipulated by the requestor, increase the <u>hourly rate</u> by the hourly overtime wage increment. Determine this with the following calculations:  <u>hourly wage x 1.5 = overtime wage</u>  <u>(overtime wage - hourly wage) + hourly rate = OT hourly rate</u>  Divide the resulting <u>hourly rate or OT hourly rate</u> by 4 to determine the charge per 15 minute increment Number of 15 minute increments (partial time increments must be rounded down)  Calculated Labor Cost for Duplication, Copying and Transferring records to non-paper physical media (15 minute increments multiplied by the permitted labor rate as calculated above)	\$31.48 \$6.24 19.82% \$37.72 \$47.22 \$53.46 \$9.43 0 \$0.00
COMPONENT	DESCRIPTION	COST PER
<b>(5) Non-Paper Physical Media</b>	Actual and most reasonably economical cost of:	
CDR 700MB with hard case	Cost per cd Number Used CDR total cost	\$0.50 0 \$0.00
DVR 4.76GB with hard case	Cost per DVR Number Used DVR total cost	\$0.50 0 \$0.00
USB Flash Drive 8BG	Cost per flash drive Number used Flash drive total cost	\$4.65 0 \$0.00

Other non paper media	Cost per	\$0.00
	Number used	0
	Total for other non-paper media	\$0.00
	Total all non-paper physical media	\$0.00
<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>COST PER</b>
(6) Paper Copies	Actual total incremental cost of duplication not including labor up to a maximum of \$.10 per page. NOTE: must print double sided if available and costs less.	
Letter sized (8.5" x 11")	Cost per sheet	\$0.07
	Number of sheets used	0
	Total cost for letter sized copies	\$0.00
Legal sized (8.15" x 14")	Cost per sheet	\$0.13
	Number of sheets used	0
	Total cost for legal sized copies	\$0.00
Other types and sizes		
Type of Paper:		
	Cost per sheet	\$0.00
	Number used	0
	Total cost for other types and sizes	\$0.00
	Total all paper copies	\$0.00
<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>COST PER</b>
(7) Mailing	Actual cost of mailing records in a resonable and economical manner:	
	Cost of envelope/box:	\$0.00
	Cost of postage:	\$0.00
	Cost of least expensive form of postal delivery confirmation:	\$0.00
	Cost of expedited shipping or insurance only if specifically stipulated by the requestor:	\$0.00
	Total actual mailing cost	\$0.00
<b>SUBTOTAL</b>	<b>All applicable costs above</b>	<b>\$0.00</b>
<b>COMPONENT</b>	<b>DESCRIPTION</b>	<b>COST PER</b>
Waivers and reductions	Subtract any fee waiver or reduction: \$20.00 for indigency or non-profit organization as further described in the FOIA procedures and guidelines	\$0.00
	Any amount determined by the Township Board or FOIA coordinator due to the search and furnishing of the Public Record determined to be in the public interest	\$0.00
	The reduction amount due to the late response of the Public Body (5% of fee x number of days late = % reduction) Maximum of 50%	\$0.00
Deposit	Subtract any good-faith deposit received	\$0.00
	<b>Total Due:</b>	<b>\$0.00</b>

\* Note: Labor costs for search, location, examination and redaction may not be charged unless the failure to charge a fee would result in unreasonably high cost to the Township because of the nature of the request in the particular instance, and the FOIA coordinator specifically identifies the nature of those unreasonably high costs.