

Attachment C
Standard Form for Detailed Itemization of Fee Amounts

Manchester Community Schools
FOIA Fee Itemization Form

Requestor's Name _____ Date on Request _____
 Hand-Delivered U.S. Mail Email Fax Other _____ Date Received¹ _____

Estimated Fee _____ Actual Fee _____
 -Or- Fee _____
 Record available on website but copy nonetheless requested Yes No

Labor Costs²

Hourly Rate ³	Fringe Benefit % ⁴	Overtime Rate ⁵	No. of 15 minute increments ⁶	Total Charge
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Searching/Locating/ Examining Records

¹ A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the District. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. (See n. 11)

² A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from nonexempt information unless failure to charge would result in unnecessarily high costs to the District.

³ 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.

⁴ The District will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the District website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the District charge more than the actual cost of fringe benefits.

⁵ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the District.

⁶ In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 8 for exception.) Divide the resulting hourly wage(s) by four to determine the charge per 15 minute increment.

Employee Hourly wage ⁷ ___ x	I. ___ +/- =	\$___ =	\$___ / 4 = \$___ x ___ (increments =	\$___
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Separating and Deleting Exempt from Nonexempt Information/Records

<input type="checkbox"/> Employee Hourly Wage ___ x Or <input type="checkbox"/> Contracted Labor Costs ___ x (Not to exceed 6x State minimum wage)	I. ___ +/- =	\$___ =	\$___ / 4 = \$___ x ___ (increments) =	\$___
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Duplicating or Publishing Records⁸

Employee Hourly wage _____ x	I. ___ +/- =	\$___ =	\$___ / 4 = \$___ x ___ (increments) =	\$___
			Subtotal Labor Cost =	\$___
Name of person or firm engaged under contract to separate and delete exempt from nonexempt information/records, if applicable: _____				

⁷ If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

⁸ Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District choosing, with all partial time increments rounded down. The District has determined to charge labor costs for duplicating or publishing records in 15 minute increments.

Copying Cost for Paper Copies⁹

Letter (8½" x 11") paper at \$o._ each ¹⁰	Legal (8½" x 14") paper at \$o._ each	Size ____ paper at \$o._each	Size ____ paper at \$o._each	Total Charge
No. of Sheets __ x \$o._ = \$____	No. of Sheets __ x \$o._ = \$____	No. of Sheets __ x \$o._ = \$____	No. of Sheets __ x \$o._ = \$____	\$____

Postal Delivery Charges

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/ Special Request	Total Charge
\$____	\$____	\$____	\$____	\$____	<input type="checkbox"/> Yes <input type="checkbox"/> No \$____	\$____

Non-Paper Physical Media

USB Flash Drives	Computer Discs	Other Digital Media _____	Other/ Special Requested?	Total Charge
\$ _ x number used __ = \$ ____	\$ _ x number used __ = \$ ____	\$ _ x number used __ = \$ ____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ ____	\$ ____
Discounts Qualified for \$20 Discount? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, subtract \$20.00. <input type="checkbox"/> Indigence (maximum of 2 discounts per calendar year) <input type="checkbox"/> State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts) Qualified for Waiver or Reduction as primary and benefiting the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, insert amount of waiver or reduction. \$ _				(\$ __)
Total Fee =				\$ ____

If estimated fee is over \$50.00, the District shall charge a good faith deposit of 50 % of the estimated fee. Failure to pay the deposit within 48 calendar days of the District's notice constitutes abandonment, and the District is no longer required to fulfill the request.	Amount of Deposit \$ ____	Estimated Date Available _____	Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If a good faith deposit is paid, subtract the amount of the good-faith deposit received.		\$(__)

⁹ The District shall utilize the most economical means available for making copies, including using double-sided printing.

¹⁰ The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" or "8½ x 14" sheets of paper.

Reduction for untimely response by District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, subtract 5% of labor costs x ___ days late [up to a maximum 50% reduction of labor costs] = ___ reduction. Diverted to Spam/Junk Mail? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate date and time <i>delivered to</i> Spam/Junk Mail [___, 20_ at __am/pm] and date and time <i>discovered in</i> Spam/Junk Mail [___20_ at __ am/pm] ¹¹	(\$___)
Consider: Time increments for labor costs to copy and publish. Total Due =	\$___

¹¹ If a written request is sent by electronic mail and delivered to the public District's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.

