

## Leslie Public Schools FOIA Fee Itemization Form

Requester's Name:		Date on Request:				
Date Received <sup>i</sup> :	Est	imated Fee:	-or- Actual Fee:			
If estimated fee is over \$		good faith deposit of 50%	of the estimated fee.	Failure to pay the deposit within		
Estimated date FOI	IA response will be availa	ıble:				
		Labor Costs <sup>ii</sup>				
	Searching/L	ocating/Examinin	g Records			
	x \$	+		=		
Hoursiii	x   \$ Hourly Wage	Fri	inge Benefit <sup>iv</sup>			
Sepa	arating and Deleting Exc	empt from Non-Ex	empt Informatio	n/Records		
Employee						
	x \$	+		=		
Hours	x \$ Hourly Wage	Fr	ringe Benefit			
Contracted Labor (i	if any)					
Name of person or	firm engaged					
	x \$ Hourly Wage <sup>v</sup>			=		
Hours	Hourly Wage	<i>i</i> i				
	Duplicati	ng or Publishing F	Records			
	x  \$ Hourly Wage	+		=		
Hours <sup>vii</sup>	Hourly Wage	Fr	ringe Benefit			
	Non-P	aper Physical I	Media			
USB Flash Drives,	CDs, DVDs, Other:			\$		
	Posta	al Delivery Cha	rges			
Actual Cost of Maili	ng <sup>viii</sup>			\$		
	Copying C	Costs for Paper	· Copies <sup>ix</sup>			
Letter (8 ½" x 11")	Cost per page \$0	x # of she	ets=	\$		
Legal (8 ½" x 14")	Cost per page \$0.	x # of she	ets =	\$		

Discounts					
Qualified for Discount ☐ Yes ☐ N	lo If yes, subtract \$20.	(\$	_)		
☐ Indigence (maximum of 2 disco	ounts per calendar year)				
☐ State Designated Non-Profit (e	.g., MPAS) (unlimited number of disco	unts)			
	Totals				
	½ Total Co	sts \$	_		
	Total Discoun	ts (\$	_)		
	Total D	ue \$	_		
Date Delivered:	Date Paid:				

<sup>&</sup>lt;sup>i</sup> A FOIA request is received on the date that it is hand-delivered or mailed to the District. A FOIA request is generally deemed as received one business day after a facsimile, email, or other electronic transmission.

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

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. Labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

The District may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. Under no circumstances shall the District charge more than the actual cost of fringe benefits.

Labor costs shall be estimated and charged in increments of 15 minutes with all partial time increments rounded down.

vi Contracted labor costs must not exceed an amount equal to 6 times the state maximum hourly wage rate.

vii Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District's 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

The public body shall not provide expedited shipping or insurance unless specifically requested by the requester but may otherwise charge for the least expensive form of postage delivery confirmation when mailing public records

 $<sup>^{\</sup>text{ix}}$  The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on  $8\frac{1}{2}$  x 11-inch sheets of paper or  $8\frac{1}{2}$  x 14-inch sheet of paper.