



**FOIA FEE ITEMIZATION FORM- Page 2**

<b>Nonpaper Physical Media</b>			
<b>USB Flash Drives</b>	<b>Computer Discs</b>	<b>Other Digital Media</b>	<b>Total Charge</b>
\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	\$ _____
<b>Qualified for \$20 Reduction? If yes, subtract \$20.</b>			<b>(\$_____)</b>
<b>TOTAL FEE = \$ _____</b>			
<b>If estimated fee is over \$50, the District shall charge a deposit of 50% of the estimated fee.</b>	<b>Amount of Deposit</b> \$ _____	<b>Paid?</b>	<b>Y/N</b>
<b>Subtract any good-faith deposit received.</b>			<b>(\$_____)</b>
<b>Reduction amount due to untimely response by District: 5% of fee x ____ days late = _____ reduction.</b>			<b>(\$_____)</b>
<b>TOTAL DUE= \$ _____</b>			

<sup>1</sup> 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.

<sup>2</sup> 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.

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

<sup>4</sup> 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.)

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

<sup>6</sup> 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.

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

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

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