

## Freedom of Information Act Response to Request for Public Records

### STATEMENT OF FEES FOR FREEDOM OF INFORMATION ACT REQUESTS

Date of Statement	FOIA Request Number	Requestor's Name
<p><b>This statement shows the fees (estimated or actual, as applicable) which apply to your request under the Freedom of Information Act. See the transaction checked below:</b></p> <p><input type="checkbox"/> There may be a charge for the requested documents.</p> <p><input type="checkbox"/> There is a charge for the requested documents approved for disclosure which does not exceed \$50.00. <b>Please send the amount (shown in #3 below) at this time.</b> The requested documents approved for disclosure will be sent to you only AFTER this amount has been received by Monroe County Community College.</p> <p><input type="checkbox"/> Monroe County Community College requires a fifty percent (50%) deposit of the <i>estimated</i> fees to be paid <b>before</b> your request is processed. <b>Please send the amount (shown in #2) below at this time.</b> You will be billed for remaining costs, if any, prior to any documents being sent to you.</p> <p><input type="checkbox"/> You have already paid fifty percent (50%) of the <i>estimated</i> fee amount of \$ _____ . Below is the remaining amount that is due – This amount is based on the actual fees. <b>Please send the amount (shown in #4) below at this time.</b> The requested documents that are approved for disclosure will be sent to you only AFTER the remainder of the fee has been received by Monroe County Community College.</p> <p><input type="checkbox"/> Thank you for your payment in full. The requested documents that are approved for disclosure are enclosed.</p>		

**INSTRUCTIONS:**

**If you do not wish to pursue your request, please indicate with a “check” here and return this form *within three days* to the FOIA Coordinator at the below address.**

If you wish to inspect the requested documents approved for disclosure, please contact Monroe County Community College FOIA Coordinator at ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ to arrange for an appointment for viewing. Note that fees related to Categories A and B in the Fee Itemization may still be applicable.

**If your request requires a fee, in order to process your request, you must submit cash (in person only – do not send cash by mail), a money order, or a check payable to: “Monroe County Community College” with FOIA Request No. \_\_\_\_\_ printed in the memo line on the check. Mail a copy of this form and your money order or check to:**

Monroe County Community College  
Attention: FOIA Coordinator  
1555 S. Raisinville Rd.  
Monroe, MI 48161

**FEE:**       Estimated Fee       Actual Fee

1. Estimated Total Fee (see Fee Itemization on next page for details)	\$
<b>2. Fifty percent (50%) of <i>estimated</i> fees required NOW</b>	<b>\$</b>
3. Actual Total Fee (see Fee Itemization on next page for details)	\$
<b>4. Remainder due NOW (Line 6 minus line 5) or TOTAL due NOW</b>	<b>\$</b>

## Freedom of Information Act Response to Request for Public Records

### FEE ITEMIZATION

Estimated Fee       Actual Fee

Fee Category	Unit Cost	Hourly Wage <sup>1</sup>	Number of Units	Number of Hours Charged <sup>2</sup>	Multiplier	Total
<b>CATEGORY A:</b> Labor costs directly associated with the necessary searching for, locating, and examining of public records.	N/A		N/A		N/A	
<i>Cost of fringe benefits<sup>3</sup> for labor costs associated with Category A</i>	N/A		N/A			
<b>CATEGORY B:</b> Labor costs, including necessary review, if any, directly associated with the separating and deleting of exempt information from nonexempt information. [Name of contracted laborer/firm performing Category B labor:  _____]  (if Category B labor costs are incurred through contracting with a third party to perform labor)]	N/A		N/A		N/A	
<i>Cost of fringe benefits for labor costs associated with Category B</i>	N/A		N/A			
<b>CATEGORY C:</b> (for public records provided on nonpaper physical media) Actual and most reasonably economical cost of the computer disks, computer tapes, or other digital or similar media.		N/A		N/A	N/A	
<b>CATEGORY D:</b> (for paper copies of public records) Actual total incremental cost of necessary duplication or publication, not including labor.		N/A		N/A	N/A	
<b>CATEGORY E:</b> Labor costs directly as with duplication or publication, including making paper copies, making digital copies, or transferring digital public records.	N/A		N/A		N/A	
<i>Cost of fringe benefits for labor costs associated with Category E</i>	N/A		N/A			
<b>CATEGORY F:</b> Actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.		N/A		N/A	N/A	
<b>Total Fee:</b>						

<sup>1</sup> The "hourly wage" for the labor costs calculated pursuant to Categories A, B, and E is the hourly wage of MCCC's lowest-paid employee capable of performing the task described in each respective category, regardless of whether that person is available or who actually performs the labor.

<sup>2</sup> "Number of Hours Charged" is measured in 15 minute increments, with partial increments rounded down.

<sup>3</sup> "Cost of Fringe Benefits" calculated pursuant to Categories A, B, and E will not exceed 50% of the respective labor charges calculated pursuant to Categories A, B, and E. Additionally, MCCC does not charge more than the actual cost of fringe benefits and overtime wages are not used in calculating the cost of fringe benefits unless the requestor so stipulates.