

**FRUITLAND TOWNSHIP ITEMIZATION OF FEES  
CHARGED IN RESPONSE TO FOIA REQUEST<sup>1</sup>**

Dear FOIA Requestor :

<b>Name of Requestor:</b>	
<b>Date of Request:</b>	
<b>Date of Response:</b>	
<b>Deposit Required:</b>	<b>(50% of Estimate)</b>

Please find set forth below a detailed itemization of the fees charged or an estimate of fees to be charged, for providing copies of documents or electronic media in response to your FOIA request referenced above.

1. Mailing costs: \$ \_\_\_\_\_  
**Estimate:** \$ \_\_\_\_\_

2. Actual incremental cost of duplication or publication: \$ \_\_\_\_\_

Total sheets of 8-1/2- by 11-inch paper: \_\_\_\_ @ 10¢ per page \$ \_\_\_\_\_

Total sheets of 11 x 14-inch paper: \_\_\_\_ @ 10 ¢ per page \$ \_\_\_\_\_

Non-paper Physical Media: Cost to Township \$ \_\_\_\_\_

**Estimate:** \$ \_\_\_\_\_

3. Labor costs of search, locating and examining records:

Applicable hourly rate: \$ \_\_\_\_\_

Time spent (increments of 15 minutes) \_\_\_\_\_ \$ \_\_\_\_\_

[Hourly rate x (minutes spent/60)]

50% fringe rate on labor \$ \_\_\_\_\_

**Estimate:** \$ \_\_\_\_\_

4. Labor costs associated with the separation and deletion of exempt from nonexempt information:

Applicable hourly rate: \$ \_\_\_\_\_

Time spent (increments of 15 minutes) \_\_\_\_\_ \$ \_\_\_\_\_

[Hourly rate x (minutes spent/60)]

50% fringe rate on labor \$ \_\_\_\_\_

**Estimate:** \$ \_\_\_\_\_

Name of Contracted Labor if applicable:  
 \_\_\_\_\_

Applicable hourly rate: \$ \_\_\_\_\_

Time spent (increments of 15 minutes) \_\_\_\_\_ \$ \_\_\_\_\_

[Hourly rate x (minutes spent/60)]

**Estimate:** \$ \_\_\_\_\_

Charge based upon 6 times State Minimum Wage:

5. Labor costs associated with duplication or publication:

Applicable hourly rate: \$ \_\_\_\_\_

Time spent (increments of 15 minutes) \_\_\_\_\_ \$ \_\_\_\_\_

[Hourly rate x (minutes spent/60)]

50% fringe rate on labor \$ \_\_\_\_\_

**Estimate:** \$ \_\_\_\_\_

**Total Estimate:** \$ \_\_\_\_\_

**Total Actual Fees & Costs:** \$ \_\_\_\_\_

<sup>1</sup> A detailed explanation of each numbered paragraph is set forth on the reverse side of this form.

**FRUITLAND TOWNSHIP ITEMIZATION OF FEES  
CHARGED IN RESPONSE TO FOIA REQUEST – EXPLANATION OF FEES**

1. ***Mailing costs:*** Mailing costs are billed at the cost incurred by the Township to mail its response. The Township will only charge for expedited shipping or insurance when stipulated to by the requestor.
2. ***Actual total incremental cost of duplication or publication:*** For paper copies provided to the requestor, the actual total incremental cost of duplication or publication, is calculated as a total cost per sheet and shall be itemized with reference to the number of sheets produced and the cost per sheet which shall not exceed ten cents per sheet of 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The Township will utilize the most economical means available for making copies of records, including double-sided printing, if cost saving and available. In the event the requestor stipulates to receive non-paper, physical media, and the Township has the technology to produce such media, the actual economic cost of the media incurred by the Township will be charged.
3. ***Labor charges for cost of public record search:*** Labor charges include the time spent conducting a search, locating and examining records. Labor is assessed at the rate of pay equal to the hourly rate of the Township's lowest hourly wage earner capable of searching for, locating, and examining the records requested multiplied by the number of hours and/or fractional minutes of an hour involved in the task. Minutes worked are in increments of fifteen minutes or more, with all partial time increments rounded down.
4. ***Costs for separation and deletion of exempt information from nonexempt information:*** Labor charges include time spent to review, separate and delete exempt information from nonexempt information allowed by law. The Township may exempt certain records from disclosure pursuant to FOIA. See [www.fruitlandmi.gov](http://www.fruitlandmi.gov). Labor charges are assessed at the rate of pay equal to the Township's lowest hourly rate wage earner capable of separating and deleting exempt information from nonexempt information multiplied by the number of hours and/or fractional minutes of an hour involved in the task. Minutes worked are in increments of fifteen minutes or more, with all partial time increments rounded down. If the Township does not employ a person qualified to separate and delete exempt information from nonexempt information as determined by the Township's FOIA coordinator, then contract labor may be engaged to separate and delete exempt information from nonexempt information. The charges assessed for contracted labor shall be computed in the same manner as set forth above, so long as the Township clearly notes the name of the contracted person or firm on its detailed itemization in response to the request. Total labor costs for contracted labor shall be equal to the actual amount charged by the contracted labor or an amount not to exceed six times the state minimum hourly wage rate determined under Section 4 of the Workforce Opportunity Wage Act (2014 PA 138, MCL 408.411 to 408.424, as may be amended from time to time), whichever is less. State minimum wage rates are published on the Township's website at [www.fruitlandmi.gov](http://www.fruitlandmi.gov).
5. ***Labor costs associated with duplication or publication:*** The Township will assess labor charges for labor directly associated with duplication or publication of paper copies, digital copies, transferring digital public records to non-paper physical media or through the internet or other electronic means if stipulated to by the requestor. Labor is assessed at the rate of pay equal to the hourly rate of the Township's lowest hourly wage earner capable of the duplication or publication involved multiplied by the number of hours and/or fractional minutes of an hour involved in the task. Minutes worked are in increments of fifteen minutes or more, with all partial time increments rounded down.