

Deerfield Township
FOIA Fee Itemization Form
(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records	Hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$ _____ per hour</div> Fringe benefit multiplier (maximum of 50%) _____ % Hourly wage including fringe benefit multiplier <div style="text-align: right;">\$ _____ x 1. _____ = \$ _____</div>	
	Component #1 Labor Costs (15 min. increments-rounded down) _____ x \$ _____	\$ _____
2. Labor Costs – Employee Separating & Deleting Exempt from Non- exempt including Redaction	Hourly wage of lowest paid employee capable of performing the Separation & Redaction <div style="text-align: right;">\$ _____ per hour</div> Fringe benefit multiplier (maximum of 50%) _____ % Hourly wage including fringe benefit multiplier <div style="text-align: right;">\$ _____ x 1. _____ = \$ _____</div>	
	Component #2 Labor Costs (15 min. increments-rounded down) _____ x \$ _____	\$ _____
2. Contracted Labor Costs – Redaction	If performed by Contracted Labor Name of person or firm contracted: _____ Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90) <div style="text-align: right;"> Component #2 Labor Costs (15 min. increments-rounded down) _____ x \$ _____ </div>	\$ _____
3. Non-Paper Physical Media	Actual Cost of Media: Flash Drives \$ _____ x _____ = \$ _____ Computer Discs \$ _____ x _____ = \$ _____ Other Media \$ _____ x _____ = \$ _____ <div style="text-align: right;"> Component #3 Costs </div>	\$ _____

4. Paper Copies	Letter & Legal Size Paper number of pages _____ x \$0.10 = \$ _____ Other types of paper: Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____ Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____ Component #4 Costs \$ _____ (Copies will be double sided if cost saving & available)	
5. Labor Costs Duplication, Copying (paper or digital), transferring records to non- paper media	Hourly rate of the lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour Fringe benefit multiplier (maximum of 50%) _____ % Hourly wage including fringe benefit multiplier \$ _____ x 1. _____ = \$ _____	
	Component #5 Labor Costs (1 min. increments- rounded down) _____ x \$ _____	\$ _____
6. Mailing Costs	Actual cost of mailing records in a reasonable and economical manner: \$ _____ Cost of postal delivery confirmation: \$ _____ Component #6 Costs	\$ _____
	Subtotal	\$ _____
Waivers and Reductions	Refer to procedures and guidelines for explanation.	-\$ _____
Good Faith Deposits	Over \$50.00 50% Deposit Due _____ Increased Estimated Fee 100% Deposit Due _____	-\$ _____
	Total Due	\$ _____