

Standard Form for Detailed Itemization of Fee Amounts

Memphis Community School FOIA Fee Itemization Form

Requester's Name _____ Date on Request _____
 Hand-Delivered U.S. Mail Email Fax
 Other _____ Date Received¹ _____

Estimated Fee _____ -or- Actual Fee _____
 Record available on website but copy nonetheless requested Yes No

Labor Costs²

Hourly Rate ³	Fringe Benefit % ⁴	Overtime Rate ⁵	No. of 15 minute increments ⁶	Total Charge
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Searching/Locating/ Examining Records

Employee Hourly wage ⁷ _____ x	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments =	\$ _____
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Separating and Deleting Exempt from Non-exempt Information/Records

<input type="checkbox"/> Employee Hourly Wage _____ x or <input type="checkbox"/> Contracted Labor Costs _____ x (Not to exceed 6x State minimum wage)	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
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Duplicating or Publishing Records⁸

Employee Hourly wage _____ x	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Subtotal Labor Cost =				\$ _____

Copying Cost for Paper Copies⁹

Letter (8½" x 11") paper at \$0.____ each ¹⁰	Legal (8½" x 14") paper at \$0.____ each	Size _____ paper at \$0.____ each	Size _____ paper at \$0.____ each	Total Charge
No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	\$ _____

Postal Delivery Charges

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/Special Request	Total Charge
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	\$ _____

Non-Paper Physical Media

USB Flash Drives	Computer Discs	Other Digital Media	Other/Special Requested?	Total Charge
\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	\$ ____ x number used ____ = \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ _____	\$ _____

Discounts

Qualified for Discount? Yes No. If yes, subtract \$20.
 Indigence (maximum of 2 discounts per calendar year)
 State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts)
 Qualified for Waiver or Reduction as primary and benefiting the general public?
 Yes No. If yes, insert amount of waiver or reduction: \$ _____

Total Fee = \$ _____

If estimated fee is over \$50, the District shall charge a good faith deposit of 50% of the estimated fee. Failure to pay the deposit within 48 calendar days of the District's notice constitutes abandonment, and the District is no longer required to fulfill the request.	Amount of Deposit \$ _____	Estimated Date Available _____	Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If a good faith deposit is paid, subtract the amount of the good-faith deposit received.		

Reduction for untimely response by District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, subtract 5% of labor costs x ____ days late [up to a maximum 50% reduction of labor costs] = ____ reduction. Diverted to Spam/Junk Mail? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate date and time <i>delivered to Spam/Junk Mail</i> [_____, 20__ at ____ am/pm] and date and time <i>discovered in Spam/Junk Mail</i> [_____, 20__ at ____ am/pm] ¹¹	(\$ _____)
Consider: Time increments for labor costs to copy and publish.	Total Due = \$ _____

Name of person or firm engaged under contract to separate and delete exempt from non-exempt information/records, if applicable: _____

1. A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the District. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email redirected to a SPAM or trash account. (See n. 11)
2. 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.
3. 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.
4. The District will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requester stipulates that records available on the District website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the District charge more than the actual cost of fringe benefits.
5. Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requester and agreed upon by the District.
6. In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See n. 8 for exceptions.) Divide the resulting hourly wage(s) by 4 to determine the charge per 15-minute increment.
7. If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.
8. Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District 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.
9. The District shall utilize the most economical means available for making copies, including using double-sided printing.
10. The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" sheets of paper or "8½ x 14" sheets of paper.
11. If a written request is sent by electronic mail and delivered to the public District's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.