

St. Clair County 200 Grand River Avenue, Suite 203 Port Huron, MI 48060 Phone: 810-989-6900



Freedom of Information Act Request Detailed Cost Itemization

Date:	Prepared for Request N	o: Date Requ	iest Received:	
The following costs are be	ing charged in compliance with	Section 4 of the Michigan Free	edom of	
· ·	• •	y's FOIA Policies and Guideline		
1. <u>Labor</u> Cost for <u>Copyin</u>	g / Duplication			
copies, or transferring digital pu	·	ation, including making paper copies stor on non-paper physical media or	9 9	
		paid employee capable of necessary son is available or who actually perfo	•	
	•	nents as set by the St. Clair County B If the number of minutes is less than		
Hourly Wage Charged:		Time Required:		
Hourly Wage with Fringe Benderal Multiply the hourly wage by the multiplier:	percentage 50%	Number of Increments		1. Labor Cost
(up to 50% of the hourly wage) hourly wage for a total per hour		Rounded Increments		
		ne is not used to calculate the fringe benefit co	and)	
2. Labor Cost to Locate:	eu as supulated by Requestor (overling	ile is not used to calculate the ninge benefit co)SIJ	
This is the cost of labor directly conjunction with receiving and f will result in unreasonably high	ulfilling a granted written request. Th gh costs to the county that are exc to the county's usual FOIA reques	thing for, locating, and examining publis fee is being charged because facessive and beyond the normal or its, because of the nature of the re	ailure to do so usual amount	
		paid employee capable of searching f f whether that person is available or		
Hourly Wage Charged:		Time Required (minutes)		
Hourly Wage with Fringe Bene Multiply the hourly wage by the (up to 50% of the hourly wage)	percentage n 50%	Number of Increments	0	2. Labor Cost
hourly wage for a total per hour		Rounded Increments		
Overtime rate charge	ed as stipulated by Requestor <i>(overtin</i>	ne is not used to calculate the fringe benefit co	ost)	

3a. Employee Labor Cost for Separating Exempt from	Non-Exempt (Redacting):		
The county will not charge for labor directly associated with redaction redacted the record in question and still has the redacted version in it		at it previously	
This fee is being charged because failure to do so will result in u excessive and beyond the normal or usual amount for those ser requests, because of the nature of the request in this particular i	vices compared to the county's us		
This is the cost of labor of a county employee , including necessary redeleting exempt from nonexempt information. This shall not be more employee capable of separating and deleting exempt from nonexempt whether that person is available or who actually performs the labor	than the hourly wage of the county ' pt information in this particular instar	s lowest-paid	
Hourly Wage Charged:	Time Required (minutes)		
Hourly Wage with Fringe Benefit Cost: \$ -			
Multiply the hourly wage by the percentage n 50%	Number of Increments	0	3a.Labor Cost
(<i>up to 50% of the hourly wage</i>) and add to the			\$ -
hourly wage for a total per hour rate.	Rounded Increments		
Overtime rate charged as stipulated by Requestor (overtime		st)	
3b. Contracted Labor Cost for Separating Exempt from The county will not charge for labor directly associated with redaction redacted the record in question and still has the redacted version in it	if it knows or has reason to know th	at it previously	
This fee is being charged because failure to do so will result in u excessive and beyond the normal or usual amount for those servequests, because of the nature of the request in this particular in	vices compared to the county's us		
As this county does not employ a person capable of separating exeminstance, as determined by the FOIA Coordinator, this is the cost of laincluding necessary review, directly associated with separating and d information. This shall not exceed an amount equal to 6 times the sta \$8.15).	abor of a contractor (i.e.: outside at eleting exempt information from non	torney), exempt	
Name of contracted person or firm:			
These costs will be estimated and charged in 15-minute time increments must be rounded down. <i>If the number of minutes is leading</i>		<i>re)</i> ; all partial	
Hourly Cost Charged	Time Required (minutes)		
	Number of Increments	0	3b.Labor Cost
	Rounded Increments		

4. Copying / Duplication Cost:

Copying costs may be charged if a cinspection (for example, to allow for because the original record is a digital record in the record in the record is a digital record in the	blacking out exempt information, t	to protect old or delicate original reco			
				Number of	
No more than the actual cost of a	sheet of paper, up to maximum	10 cents per sheet for:		sheets:	Costs:
Letter - Black and white (8 1/2 x 11	-inch, single and double-sided):	\$ 0.01 per sheet			\$ -
Letter - Color (8 1/2 x 11-inch, sing	le and double-sided):	\$ 0.04 per sheet			\$ -
Legal - Black and white (8 ½ x 14	-inch, single and double-sided):	\$ 0.04 per sheet \$ 0.02 per sheet \$ 0.05 per sheet			\$ -
Legal - Color (8 1/2 x 14-inch, singl	e and double-sided):	\$ 0.05 per sheet			\$ -
		·			
No more than the actual cost of a	sheet of paper for other paper s	sizes:			
Other paper sizes (single and do					
	,	per sheet			\$ -
Actual and most reasonably econ Thumb Drive	omical cost of non-paper physic	cal digital media:		Number of items:	
2 GB	\$ 5.15				\$ -
4 GB	\$ 5.15				\$ -
					\$ -
8 GB	\$ 5.46				
<u>CD</u>	\$ 0.15				\$ -
Other					\$ - 4. Total copy
					cost:
cost saving and available. 5. Mailing Cost:					\$ -
The county will charge the actual co manner. Delivery confirmation is not	0)	cords in a reasonably economical ar	nd justifiable		
· ·	•	ery confirmation			
The county <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation. The county <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requestor.*				Number of Envelopes or	
				Packages:	Costs:
Actual Cos	st of Envelope or Packaging:				\$ -
Actual Cos	st of Postage	-			\$ -
	st (least expensive) Postal Delive	ery Confirmation:			\$ -
7.0.00	n (loud) onpolicito, i detai Bellit				
*Expedited	d Shipping or Insurance as Requ	ested			\$ -
* Requestor has requeste	ed expedited shipping or insurance	ę			5. Total mailing Cost:
6a. <u>Copying/Duplicating</u> Cos	st for <u>Reco</u> rds Already on (County's Website:			

If the public body has included the website address for a record in its written response to the requirequestor thereafter stipulates that the public record be provided to him or her in a paper format or		
digital media, the county will provide the public records in the specified format and may charge co		
those copies.		
No mare than the estual east of a sheet of namer up to maring up 10 conto nor sheet for	Number of	Casto
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for: Letter - Black and white (8 ½ x 11-inch, single and double-sided): \$ 0.01 per sh	sheets:	Costs:
		\$ -
Legal - Black and white (8 ½ x 14-inch, single and double-sided): \$ 0.02 per sh		\$ -
Letter - Color (8 ½ x 11-inch, single and double-sided):\$ 0.04 per shLegal - Black and white (8 ½ x 14-inch, single and double-sided):\$ 0.02 per shLegal - Color (8 ½ x 14-inch, single and double-sided):\$ 0.05 per sh		\$ -
		Ψ
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:		
Other paper sizes (single and double-sided):		
per sh	eet	\$ -
Actual and most reasonably economical cost of non-paper physical digital media:	Number of	
Thumb Drive	items:	
2 GB \$ 5.15		\$ -
4 GB \$ 5.24		\$ -
8 GB \$ 5.46		\$ -
<u>CD</u> \$ 0.15		\$ -
Other		\$ -
		6a. Web copy
		cost:
Requestor has stipulated that some or all of the requested records that are <u>already availal</u> website be provided in a paper or non-paper physical digital medium.	ble on the county's	\$ -
		Ψ
6b. <u>Labor</u> Cost for Copying/Duplicating <u>Records Already on County's Websi</u>	<u>te</u> :	
This shall not be more than the hourly wage of the county's lowest-paid employee capable of nece	essary duplication or	
publication in this particular instance, regardless of whether that person is available or who actuall		
These costs will be estimated and charged in 15-minute time increments as set by the St. Clair Co	ounty Board of	
Commissioners; all partial time increments must be rounded down. If the number of minutes is les		
there is no charge		
Hourly Wage Charged: Time Required:		
Housely Wago with Evings Donofit Cook.		6b. Web Labor
Hourly Wage with Fringe Benefit Cost: \$ -		Cost
Multiply the hourly wage by the percentage nultiplier: Number of Increment	s _	\$ -
The county may use a fringe benefit multiplier greater		Ψ
than the 50% limitation, not to exceed the actual costs of providing the information in the specified format		
Overtime rate charged as stipulated by Requestor		
6c. Mailing Cost for Records Already on County's Website:	Number:	Costs:
Actual Cost of Envelope or Packaging:		\$ -
Actual Cost of Postage		\$ -
Actual Cost (least expensive) Postal Delivery Confirmation:		\$ -
*Expedited Shipping or Insurance as Requested		\$ -
	-	6c. Web Mailing
* Requestor has requested expedited shipping or insurance		Cost
, , , , , , , , , , , , , , , , , , , ,		\$ -
Subtotal Fees Before Waivers, Discounts or Deposits	1. Labor Cost for Copying:	\$ -
	2. Labor Cost to Locate:	\$ -

Estimated Time Frame to Provide Records		Cost estimate	3a. Labo	r Cost to Redact:	\$ -
(days or date)		Bill	3b. Contract Labo	r Cost to Redact:	\$ -
The time frame estimate is nonbinding	4. Copying/Duplication Cost:				\$ -
upon the county, but the county is	5. Mailing Cost:				\$ -
providing the estimate in good faith.		6a.	Copying/Duplication of Rec	ords on Website:	\$ -
Providing an estimated time frame does		6b.	Labor Cost for Copying Rec	ords on Website:	\$ -
not relieve the county from any of the other requirements of this act.			6c. Mailing Costs for Rec	ords on Website:	¢
other requirements of this det.			J		Ψ
				Subtotal Fees:	\$ -
Waiver: Public Interest				Cubician 1 cos.	*
A search for a public record may be conducte reduced charge if the county determines that for or furnishing copies of the public record ca	a waiver or reduction on the considered as pr	of the fee is in the public	c interest because searching eneral public.	Subtotal Fees After Waiver:	
Discount: Indigence					
A public record search must be made and a of \$20.00 of the fee for each request by an individual has previously twice during that calendar year (ii) The individual requests the payment or other remuneration statement by the requestor in the payment or exchange for payment or	vidual who is entitled to endividual is indigent tating facts showing in public body shall into se. An individual is ine by received discounted on to the individual to make affidavit that the reaffidavit that the reaffidavit that the reaffidavit is individual to make affidavit that the reaffidavit that the reaffidavit individual to make affidavit that the reaffidavit that the reaffidavit individual to make affidavit that the reaffidavit that the reaffidavit individual to make affidavit that the reaffidavit individual to make affidavit that the reaffidavit individual is indigent.	o information under this and receiving specific p nability to pay the cost b rm the requestor specific pigible for this fee reduct copies of public records tion with outside parties ake the request. A publiquest is not being made on.	act and who: ublic assistance, OR ecause of indigence. cally or the reason for tion if ANY of the following s from the same public body s who are offering or providing c body may require a	Subtotal Fees After Discount (subtract \$20)	
A public record search must be made and a c \$20.00 of the fee for each request by a nonpunder subtitle C of the federal Developmental Protection and Advocacy for Individuals with I (i) Is made directly on behalf of (ii) Is made for a reason wholly of the Michigan Mental Health (iii) Is accompanied by docume	rofit organization formation Disabilities Assistance Mental Illness Act, if the the organization or its consistent with the microde, 1974 PA 258, N	ally designated by the see and Bill of Rights Actories request meets ALL of sclients. Ission and provisions of MCL 330.1931. In the state, if requesting the state is the state of the state.	tate to carry out activities of 2000 and the federal f the following requirements: those laws under section 931	Subtotal Fees After Discount (subtract \$20)	
Deposit: Good Faith					

The county may require a good-faith deposit <u>in either its initial response or a subsequent response before providing the public records to the requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit	Date paid:	Deposit amount required:
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full		
After a county has granted and fulfilled a written request from an individual under this act, if the county has not been paid in full the total amount of fees for the copies of public records that the county made available to the individual as a result of that written request, the county may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the prior written request.		Percent Deposit Required:
 (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the county notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the county. (f) The county calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. 	Date paid:	Deposit Required:
A county can no longer require an increased estimated fee deposit from an individual if ANY of the following apply (a) The individual is able to show proof of prior payment in full to the county, OR (b) The county is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the county.		
Late Response <u>Labor Costs</u> Reduction If the county does not respond to a written request in a timely manner as required under MCL 15.235(2), the county		Total labor costs:
must do the following (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the county exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies (i) The late response was willful and intentional, OR	Number of days over required response time	Minus reduction:
(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Total percent reduction	Reduced total labor costs
The Public Summary of the county's FOIA Procedures and Guidelines is available free of charge from: Website: www.stclaircounty.org E-mail: kmorris@stclaircounty.org Phone 810-989-6900 Address: 200 Grand River Avenue Port Huron, MI 48060	Date Paid	Total Balance Due:
Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed		