



Hudsonville Public Schools
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Freedom of Information Act (FOIA) Detailed Itemization of Fees

Requestor name: _____

Date of request: _____

Information requested: _____

Type of format requested (ex. Paper or Digital): _____

Date of District Response: _____

Best Efforts Estimate for Completion: _____

An earlier date may require overtime, which you must authorize.

Are requested documents available online: YES or NO

If yes, name of website: **www.hudsonvillepublicschools.org**

Note: If paper copies are requested for documents available online, the fees for searching, locating, examining, and copying such records noted below will apply. There will be no charge to separate/delete exempt information.

Waiver of Fees

The District may waive fees based on one of the following:

- ❖ You are an indigent person who has not received discounted copies from the district twice during the past calendar year and the request is not made in conjunction with an outside party who has agreed to pay.
- ❖ You are a non-profit organization designated by the State to carry out activities protecting those with mental/developmental disabilities and provided proof of State designation.

Based on information provided in your request, the District finds you qualify for a fee waiver: YES or NO

If no, the following reason applies: _____

Estimation of Labor Fees

Hourly rate of staff member searching, locating, examining, separating/deleting exempt information, copying records _____ \$16.84

Fringe benefit cost (.5 x hourly rate) _____ \$ 8.42

Estimated time (15 minute increments) _____

Total Estimated Cost

(hourly rate + fringe rate x estimated time) _____

If no internal staff member capable of separating/deleting exempt information
Name of contracted person/firm

Estimated time (15 minute increments)

Hourly rate (not to exceed 6x min. wage)

Total estimated cost for contracted person/firm
(Estimated time x hourly rate)

Total Estimated Labor Costs

Estimation of Actual Costs

A. Total number of letter/legal paper copies requested @ .10¢ per page

B. Photocopying of odd sized documents listed below:

C. Mailing costs - no charge if emailed or picked up

D. Cost of non-paper physical media such as computer disk, tape, flash drive, or other digital media

E. Misc. - Other Special Services @ actual cost

Total Estimated Actual Costs:
(A+B+C+D+E)

**Total Estimated FOIA Fee
Labor Costs + Actual Costs**

Estimation of Costs of Producing Items Available on the District Website

Hourly rate of staff member searching,
locating, examining, copying records

\$16.84

Fringe benefit cost (.5 x hourly rate)

\$ 8.42

Estimated time (15 minute increments)

Total Estimated Cost
(hourly rate + fringe rate x estimated time)

Total number of letter/legal paper copies requested @ .10¢ per page

Photocopying of odd sized documents listed below:

Mailing costs - no charge if emailed or picked up

Cost of non-paper physical media such as computer disk, tape, flash drive, or other digital media

**Labor Costs + Actual Costs
(Including website information)**

Good Faith Deposit

If the total estimated FOIA Fee listed above exceeds \$50, Hudsonville Public Schools requires a deposit of 50% of the estimated costs.

If you have made previous FOIA requests, and the following apply, the District will require a deposit equal to 100% of the estimated costs prior to processing your request:

- ❖ The final fee of your previous request was not more than 105% of the estimate provided.
- ❖ The public records provided in the previous request remain in the District's possession.
- ❖ The public records provided in the previous request were made available within the estimated time frame.
- ❖ Ninety (90) days have passed since you were notified that the requested records were available for pick-up/mailing.
- ❖ You cannot show proof of prior payment for the prior request, and have not subsequently paid in full.
- ❖ Less than three hundred sixty five (365) days have passed since you made the prior request.

Based on the information above, Hudsonville Public Schools requires the following Good Faith Deposit before processing your request: _____