Series 3000: Operations, Finance, and Property

3500 FOIA Requests and Record Retention

3501-F-3 Standard Form for Detailed Itemization of Fee Amounts

Addison Community Schools
FOIA Fee Itemization Form

Requester's Name: _____ Date on Request: _____

Date Received[1]: _____ Estimated Fee: _____ -or- Actual 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.

Estimated date FOIA response will be available: _____

Labor Costs[2]

Searching/Locating/Examining Records

_____ (Hours[3]) x $_____ (Hourly Wage) + _____ (Fringe Benefit[4]) = _____

Separating and Deleting Exempt from Non-Exempt Information/Records

Employee

_____ (Hours[5]) x $_____ (Hourly Wage) + _____ (Fringe Benefit) = _____

Contracted Labor (if any)

Name of person or firm engaged _____

_____ (Hours) x $_____ (Hourly Wage[6]) = _____

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[1] A FOIA request is received on the date that it is hand-delivered or mailed to the District. A FOIA request is generally deemed as received one business day after a facsimile, email, or other electronic transmission.

[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. Labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

[4] The District may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. Under no circumstances shall the District charge more than the actual cost of fringe benefits.

[5] Labor costs shall be estimated and charged in increments of 15 minutes with all partial time increments rounded down.

[6] Contracted labor costs must not exceed an amount equal to 6 times the state maximum hourly wage rate.

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Duplicating or Publishing Records

_____ x $_____ + _____ = _____
Hours[7] Hourly Wage Fringe Benefit

Non-Paper Physical Media

USB Flash Drives, CDs, DVDs, Other: _____ $_____

Postal Delivery Charges

Actual Cost of Mailing[8] $ _____

Copying Costs for Paper Copies[9]

Letter (8 ½" x 11") Cost per page $0. _____ x # of sheets _____ = $ _____

Legal (8 ½" x 14") Cost per page $0. _____ x # of sheets _____ = $ _____

[7] Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District's 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

[8] The public body shall not provide expedited shipping or insurance unless specifically requested by the requester but may otherwise charge for the least expensive form of postage delivery confirmation when mailing public records

[9] The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on 8½ x 11-inch sheets of paper or 8½ x 14-inch sheet of paper.

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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)

Totals

½ Total Costs $_____

Total Discounts ($_____)

Total Due $_____

Date Delivered: _____ Date Paid: _____

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