

FOIA COST ESTIMATE WORKSHEET

Requester: _____			FOIA Request Dated: _____				
Actual Cost: Yes No			Estimate of Cost: Yes No				
LINE	CLASSIFICATION OF LOWEST PAID EMPLOYEE CAPABLE OF RETRIEVING/ COPYING THE INFORMATION (POSITION/TITLE)	HOURLY PAY INCLUDING BENEFITS AMOUNT	TIME TO COMPLY IN 1/4 HOUR INCREMENTS	TOTAL COST AMOUNT	# OF PAGES OF DOCUMENTS	# OF PAGES TIMES \$0.10/PAGE AMOUNT	TOTAL AMOUNT
Copying Charges							
1	Copies					\$0.10 per page	
Retrieval of Public Records							
2	General Office Assistant						
	Secretary						
	Department Manager						
	Supervisor/Manager						
Copying of Public Records							
3	General Office Assistant						
	Secretary						
	Department Manager						
	Supervisor/Manager						
Separation of Exempt from Nonexempt Information							
4	General Office Assistant						
	Secretary						
	Department Manager						
	Supervisor/Manager						
	Outside legal counsel						
Other Charges							
5	OTHER CHARGES (pick-up/delivery charges; mileage (at current IRS) rate, packaging, etc.)						
6	MAILING COSTS						
7	TOTAL COST ESTIMATE						
8	DEPOSIT REQUIRED (if estimated cost exceeds \$50.00) (not to exceed 50% of estimated fee in Line 7 above)						

GENERAL COSTS GUIDELINES

Duplication Per Page (each side copied)	\$.10
Labor: Hourly Rate/Benefits of lowest paid employee capable of performing compliance tasks (includes fringe benefits at one-half of employee's hourly wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)*	\$19.99 per hour
Labor: Outside counsel time (equal to six times the current state minimum hourly wage rate) for separation of exempt from nonexempt information (January 1, 2016: \$8.50 per hour; January 1, 2017: \$8.90 per hour; January 1, 2018: \$9.25) (subject to change based on change in state minimum hour wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)	\$74.88 per hour
Mailing Costs	Actual
Specialty copies (Photo discs, photo reproductions; audio or video tapes or discs)	Actual
Other (Insurance; overnight or express delivery charges)	Actual

*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA, is the lowest paid fulltime Township employee (General Office Assistant) **capable** of retrieving/copying necessary information/records. However, when professional/ technical class **capable** employee is required to process requests requiring certain information retrievals, examinations, and redaction, the hourly rate of the lowest paid capable professional/technical employee is charged or, if outside legal counsel is required, the rate used is equal to six times the then-current minimum wage.