



**FOIA Fee Itemization Form**

Requester's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date Received<sup>1</sup>: \_\_\_\_\_ Estimated Fee: \_\_\_\_\_ -or- Actual Fee: \_\_\_\_\_

If the 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<sup>2</sup>**

**Searching/Locating/Examining Records**

$$\underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Hours<sup>3</sup>                      Hourly Wage                      Fringe Benefit<sup>4</sup>

**Separating and Deleting Exempt from Non-Exempt Information/Records**

**Employee**

$$\underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Hours<sup>5</sup>                      Hourly Wage                      Fringe Benefit

**Contracted Labor (if any)**

Name of person or firm engaged \_\_\_\_\_

$$\underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Hours                      Hourly Wage<sup>6</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> Labor costs shall be estimated and charged in increments of 15 minutes with all partial time increments rounded down.

<sup>6</sup> Contracted labor costs must not exceed an amount equal to 6 times the state maximum hourly wage rate.

