

**CITY OF ALGONAC  
FREEDOM OF INFORMATION REQUEST  
FEE SCHEDULE**

Component	Cost Calculations	Total Cost
<b>1. Labor Costs/ Search/Location/ and Examination of Records</b>	Amount of time charged for in 15 minute Increments _____  Hourly wage of lowest paid employee capable of performing the search, location and examination of materials \$ _____ hr.  Overtime hourly wage of lowest paid employee capable of performing the search, location and examination of materials \$ _____ hr.  Additional costs for up to 50% of the hourly wage to reflect fringe benefits paid to the employee who is searching, locating and examining materials for FOIA request \$ _____ 50% X (time) _____ hrs.	_____  _____  _____  _____
<b>2. Employee Labor Costs - Redaction*</b>	Amount of time charged for in 15 minute Increments _____  Hourly wage of lowest paid employee capable of performing redaction (if necessary) \$ _____ hr.  Overtime hourly wage of lowest paid employee capable of performing redaction (if necessary) \$ _____ hr.  Additional costs for up to 50% of the hourly wage to reflect fringe benefits paid to the employee capable of performing redaction (if necessary) \$ _____ 50% X (time) _____ hrs.	_____  _____  _____  _____
<b>3. Contracted Labor Costs for Redaction</b>	If performed by contracted labor (only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator:  Name of Person/Firm Contracted _____  Amount of time charged for in 15 minute increments _____  Hourly rate charged by contractor *May not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90) \$ _____ per hr.	_____  _____  _____
<b>4. Non Paper Physical Media</b>	Actual and most reasonably economical cost of : Flash Drives \$ _____ x (#) _____ used Computer Discs \$ _____ x (#) _____ used Other Media \$ _____ x (#) _____ used	_____  _____  _____



1. The City Of Algonac has adopted the foregoing fee calculation as part of its Freedom of Information Request Policy
2. Under each labor cost, the requestor has the right to ask, should they need the information immediately, and it requires it, that the City approve an overtime charge for the employee processing the request. The requestor acknowledges that they will be charged for the cost of the overtime in their calculation for providing the request.
3. Note that some or all of the information that is in the request may be found online at [www.algonac-mi.org](http://www.algonac-mi.org). If this is the case the requestor will be informed of this by whoever takes the request as long as the requestor has the technology to enter the website and get the information they need.
4. The requestor must identify which of the following ways they

Are wishing to receive the information:

- Review Only/ Set up with FOIA Coordinator
- Non-Paper Materials
  - USB Drive
  - Email
  - Disc
  - City Provides/  You Provide

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date Signed

(Adopted 4/21/15)  
Effective 7/1/15

City of Algonac FOIA Fee Sheet