



**Freedom of Information Act (FOIA)
Detailed Itemization of Fees**

Requestor Name:

Date of Request:

Information Requested:

Format Requested: Paper Digital

Date of District Response:

Waiver of Fees

The District shall charge a fee to cover actual costs of providing access to and/or copies of public records in accordance with the law, except that disclosure to any of the following person(s) in the public interest:

1. A news media organization for dissemination to the public;
2. A member of the Board
3. A minor for use in a school or community organization civics project (ex: Boy Scouts Citizenship merit badge)

Estimation of Labor Fees

- Hourly rate of staff member searching, locating, examining, separating/deleting exempt information, copying records
- Estimated time (15-minute increments)

Total Estimated Labor Fees (A + B x C)

Estimation of Labor Fees (contracted out)

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

- A. Hourly rate (not to exceed six times minimum wage)
- B. Estimated time (15-minute increments)

Total Estimated Labor Fees for Contracted Person/Firm (A x B)

Estimation of Other Costs

- A. _____ letter/legal paper copies requested @ .10 per page
- B. Copying 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 disk, tape, flash drive or other digital media
- E. Miscellaneous (other special services at actual cost)

Total Estimated Other Costs (A +B + C + D + E)

TOTAL ESTIMATED FOIA FEE (LABOR & OTHER COSTS)

Good Faith Deposit

If the total estimated FOIA Fee listed above exceeds \$50, the Newaygo Public Schools requires a deposit of 50% of the estimated costs prior to processing your request.

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