

FOIA FEE SCHEDULE

COPIES

Copies of Documents:

B&W Paper Copies	8 1/2 x 11	=	\$0.10 each
	8 1/2 x 14	=	\$0.10 each
	11 x 17	=	\$0.20 each

Color Copies = add \$0.05 per copy

Non-Paper Media Costs (all documents provided in .pdf format)

Scanned Copies	=	\$0.05 each
CD-R Disk	=	\$0.25 each
*Flash Drive (4GB)	=	\$6.00 each
*SD Cards	=	Actual Cost

*No Charge if storage media is provided by the requestor.

LABOR RATES

Labor Costs (Regular Requests):

Lowest Wage Rate	=	\$13.39 per hour
<u>Benefit Rate (50%)</u>	=	<u>\$ 6.70 per hour</u>
Charged Labor Rate	=	\$20.09 per hour

Labor Costs are charged at 15 minute increments (25% of Labor Rate)

Labor Costs (Non-Paper Media Requests)

Lowest Wage Rate	=	\$13.39 per hour
<u>Benefit Rate (50%)</u>	=	<u>\$ 6.70 per hour</u>
Charged Labor Rate	=	\$20.09 per hour

Labor Costs are charged at 6 minute increments (10% of Labor Rate)

Labor Costs for Publicly Available Information on Website:

Lowest Wage Rate	=	\$13.39 per hour
<u>Benefit Rate (100%)</u>	=	<u>\$13.39 per hour</u>
Charged Labor Rate	=	\$26.78 per hour

Labor Costs are charged at 6 minute increments (10% of Labor Rate)

DELIVERY

Delivery Costs:

Postage	=	Actual Costs
UPS/FedEx	=	Actual Costs
e-mailed	=	Free, upon receipt of payment

CALCULATIONS

Calculating the Cost of Duplication, Redaction and Providing Paper Copies of Documents:

Labor Rate multiplied by the number of hours greater than 0.5 hours.
PLUS the number of copies multiplied by the cost per copy.
PLUS delivery costs.

Calculating the Cost of Duplication, Redaction and Providing Non-Paper Copies of Documents:

Labor Rate multiplied by the number of hours greater than 0.1 hours.
PLUS the number of copies multiplied by the cost per scanned copy.
PLUS the cost of the storage media.
PLUS delivery costs.

Calculating the Cost of Duplication, or Providing Non-Paper Copies of Documents publicly available on the website:

Labor Rate multiplied by the number of hours greater than 0.1 hours.
PLUS the number of copies multiplied by the cost per scanned copy.
PLUS the cost of the storage media.
PLUS delivery costs.

DEPOSITS

Any request estimated to require more than 2 hours of staff time or have an estimated total costs of more than \$50.00 shall require a deposit of 50% of the estimated costs before the request will be processed.

Any request requiring a deposit and the deposit is not paid within 45 days shall be deemed abandoned.

Any requestor who has not paid for a previous request that is more than 30 days past due and within the last 365 days shall be required to pay 100% of the estimated costs before any all future requests are processed.