

**Brighton Area Fire Authority**  
**FOIA Fee Itemization Form**  
**(Effective July 1, 2015)**

Component	Cost Calculations	Total
<b>1. Labor Costs</b> – Search, Location, and Examination of Records	Hourly wage of lowest paid employee capable of performing the search, location and examination \$ /per hour  Fringe benefit multiplier (maximum of 50%) _____ %  Hourly wage including fringe benefit multiplier \$ x _____ = \$ _____	
	<b>Component #1 Labor Costs</b>  (15 min. increments-rounded down) _____ hours x \$ _____	
<b>2. Labor Costs</b> – <b>Employee</b> Separating & Deleting Exempt from Non-exempt including Redaction	Hourly wage of lowest paid employee capable of performing the Separation & Redaction \$ _____ per hour  Fringe benefit multiplier (maximum of 50%) _____ %  Hourly wage including fringe benefit multiplier \$ _____ x _____ = \$ _____	
	<b>Component #2 Labor Costs</b> (15 min. increments-rounded down)  _____ x \$ _____	\$ _____
<b>2. Contracted Labor Costs – Redaction</b>	If performed by Contracted Labor Name of person or firm contracted: _____  Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90) <b>Component #2 Labor Costs</b> (15 min. increments-rounded down) _____ x \$ _____	\$
<b>3. Non-Paper Physical Media</b>	Actual Cost of Media:  Flash Drives \$ _____ x _____ = \$ _____  Computer Discs \$ _____ x _____ = \$ _____  Other Media \$ _____ x _____ = \$ _____  <b>Component #3 Costs</b>	\$

<b>4. Paper Copies</b>	<p>Letter &amp; Legal Size Paper  number of pages _____ x \$0.10 = \$ _____</p> <p>Other types of paper:  Type of Paper: _____  number of sheets ____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____  number of sheets ____ x \$ _____ = \$ _____</p> <p style="text-align: right;"><b>Component #4 Costs</b></p> <p>(Copies will be double sided if cost saving &amp; available)</p>	\$
<b>5. Labor Costs</b> Duplication, Copying (paper or digital), transferring records to non-paper media	<p>Hourly rate of the lowest paid employee capable of performing the  duplication, copying, or transferring digital records to non-paper  physical media</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Fringe benefit multiplier (maximum of 50%) _____%</p> <p>Hourly wage including fringe benefit multiplier</p> <p style="text-align: right;">\$ _____ x _____ = \$ _____</p>	
	<p style="text-align: right;"><b>Component #5 Labor Costs</b></p> <p>(1 min. increments- rounded down) _____ x \$ _____ /hr</p>	
<b>6. Mailing Costs</b>	<p>Actual cost of mailing records in a reasonable and economical manner:  \$ _____</p> <p>Cost of postal delivery confirmation: \$ _____</p> <p style="text-align: right;"><b>Component #6 Costs</b></p>	\$ _____
	<p style="text-align: right;"><b>Subtotal</b></p>	\$ _____
<b>Waivers and  Reductions</b>	Refer to procedures and guidelines for explanation.	-\$ _____
<b>Good Faith  Deposits</b>	<p>Over \$50.00                      50% Deposit Due _____</p> <p>Increased Estimated Fee    100% Deposit Due _____</p>	-\$ _____
	<p style="text-align: right;"><b>Total Due</b></p>	