

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

Component	Cost Calculations	Total
1. Labor Costs – 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 _____ = \$ _____	
	Component #1 Labor Costs (15 min. increments-rounded down) _____ hours x \$ _____	
2. Labor Costs – Employee 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 _____ = \$ _____	
	Component #2 Labor Costs (15 min. increments-rounded down) _____ x \$ _____	\$ _____
2. Contracted Labor Costs – Redaction	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) Component #2 Labor Costs (15 min. increments-rounded down) _____ x \$ _____	\$ _____
3. Non-Paper Physical Media	Actual Cost of Media: Flash Drives \$ _____ x _____ = \$ _____ Computer Discs \$ _____ x _____ = \$ _____ Other Media \$ _____ x _____ = \$ _____ <div style="text-align: right;">Component #3 Costs</div>	\$ _____

4. Paper Copies	<p>Letter & 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;">Component #4 Costs</p> <p>(Copies will be double sided if cost saving & available)</p>	<p style="text-align: right;">\$</p>
5. Labor Costs 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 \$ _____ x _____ = \$ _____</p>	
	<p style="text-align: right;">Component #5 Labor Costs</p> <p>(1 min. increments- rounded down) _____ x \$ _____ /hr</p>	
6. Mailing Costs	<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;">Component #6 Costs</p>	<p style="text-align: right;">\$ _____</p>
	<p style="text-align: right;">Subtotal</p>	<p style="text-align: right;">\$ _____</p>
Waivers and Reductions	<p>Refer to procedures and guidelines for explanation.</p>	<p style="text-align: right;">-\$ _____</p>
Good Faith Deposits	<p>Over \$50.00 50% Deposit Due _____</p> <p>Increased Estimated Fee 100% Deposit Due _____</p>	<p style="text-align: right;">-\$ _____</p>
	<p style="text-align: right;">Total Due</p>	