

FOIA COST ESTIMATE WORKSHEET

| Requester: _____ | | | | FOIA Request Dated: _____ | | | |
|--|---|--------------------------------------|---------------------------------------|-----------------------------|-------------------------|-------------------------------------|--------------|
| Actual Cost: Yes No | | | | Estimate of Cost: Yes No | | | |
| LINE | CLASSIFICATION OF LOWEST PAID EMPLOYEE CAPABLE OF RETRIEVING/ COPYING THE INFORMATION (POSITION/TITLE) | HOURLY PAY INCLUDING BENEFITS AMOUNT | TIME TO COMPLY IN 1/4 HOUR INCREMENTS | TOTAL COST AMOUNT | # OF PAGES OF DOCUMENTS | # OF PAGES TIMES \$0.10/PAGE AMOUNT | TOTAL AMOUNT |
| Copying Charges | | | | | | | |
| 1 | Copies | | | | | \$0.10 per page | |
| Retrieval of Public Records | | | | | | | |
| 2 | General Office Assistant | \$13.50 | \$3.38 | | | | |
| | Secretary | \$0.00 | \$0.00 | | | | |
| | Department Manager | \$0.00 | \$0.00 | | | | |
| | Clerk/President | \$19.72 | \$4.93 | | | | |
| Copying of Public Records | | | | | | | |
| 3 | General Office Assistant | \$13.50 | \$3.38 | | | | |
| | Secretary | \$0.00 | \$0.00 | | | | |
| | Department Manager | \$0.00 | \$0.00 | | | | |
| | Clerk/President | \$19.72 | \$4.93 | | | | |
| Separation of Exempt from Nonexempt Information | | | | | | | |
| 4 | General Office Assistant | \$13.50 | \$3.38 | | | | |
| | Secretary | \$0.00 | \$0.00 | | | | |
| | Department Manager | \$0.00 | \$0.00 | | | | |
| | Clerk/President | \$19.72 | \$4.93 | | | | |
| | Outside legal counsel | \$51.00 | \$12.75 | | | | |
| Other Charges | | | | | | | |
| 5 | OTHER CHARGES (pick-up/delivery charges; mileage (at current IRS) rate, packaging, etc.) | | | | | | |
| 6 | MAILING COSTS | | | | | | |
| 7 | TOTAL COST ESTIMATE | | | | | | |
| 8 | DEPOSIT REQUIRED (if estimated cost exceeds \$50.00) (not to exceed 50% of estimated fee in Line 7 above) | | | | | | |

GENERAL COSTS GUIDELINES

| | |
|---|------------------|
| Duplication Per Page (each side copied) | \$.10 |
| <u>Labor</u> : Hourly Rate/Benefits of lowest paid employee capable of performing compliance tasks (includes fringe benefits at one-half of employee's hourly wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)* | |
| <u>Labor</u> : Outside counsel time (equal to six times the current state minimum hourly wage rate) for separation of exempt from nonexempt information (January 1, 2016: \$8.50 per hour; January 1, 2017: \$8.90 per hour; January 1, 2018: \$9.25) (subject to change based on change in state minimum hour wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment) | \$51.00 per hour |
| Mailing Costs | Actual |
| Specialty copies (Photo discs, photo reproductions; audio or video tapes or discs) | Actual |
| Other (Insurance; overnight or express delivery charges) | Actual |

*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA, is the lowest paid fulltime Village employee (General Office Assistant) **capable** of retrieving/copying necessary information/records. However, when professional/ technical class **capable** employee is required to process requests requiring certain information retrievals, examinations, and redaction, the hourly rate of the lowest paid capable professional/technical employee is charged or, if outside legal counsel is required, the rate used is equal to six times the then-current minimum wage.