## Fee Calculation Template

	GPPSS FOIA FEE ITEMIZATION FORM								
	Name:	FOIA Date Requested:							
Component	Description	Employee Name and Role	Rate Per hour	Fringe Benefits Per Hour (50%)	Total Hourly Rate (Including Fringe Benefits)	Time (hours)	Cost per physical sheet (for physical copies)	# of physical sheets	Total
Labor - Search/Locate/Examine	Time to find and examine responsive records using the hourly wage of the lowest-paid qualified employee			\$0.00	\$0.00				\$0.00
Redaction - Employee	Time to separate exempt from non-exempt content using the hourly wage of the lowest paid qualified employee			\$0.00	\$0.00				\$0.00
2. Redaction - Contractor	Only used if no internal staff are qualified; capped at 6× min wage				\$0.00				\$0.00
3. Non-Paper Media	Actual, economical cost of USBs, CDs, etc. if requester asks for them				\$0.00				\$0.00
4. Paper Copies	Actual incremental cost per page (≤ \$0.10 for 8.5x11 or 8.5x14)						\$0.10		\$0.00
5. Labor - Duplication/Transfer	Time to copy/scan/transfer records to media or email using the hourly wage of the lowest-paid qualified employee			\$0.00	\$0.00				\$0.00
6. Mailing	Actual mailing cost + delivery confirmation if requested								
Subtotal									\$0.00
Less Waiver/Reductions	Up to \$20 if requestor is indigent and signs affidavit; Optional, for requests in public interest; late response reduction 5% per day late (50% maximum reduction)								
Less Deposit Paid	Subtract any good-faith depost received								
Total Due									\$0.00