

Iosco Township
FOIA Fee Itemization Form
(Effective September 15, 2022)

Labor Charges	Itemization	Total
1. Search, Location, and Examination of Records	Staff person completing the work _____ _____ minutes* (cumulative) \$ _____ per hour* *The hourly rate will be calculated by using the hourly wage of lowest paid employee capable of performing the search, location and examination of records. Labor charges will be assessed in 15 minute increments and rounded down.	\$ _____
2. Separating & Deleting Exempt from Non-exempt including Redaction	Staff person completing the work _____ _____ minutes* (cumulative) \$ _____ per hour* *Hourly wage of lowest paid employee capable of performing the separation & redaction. Labor charges will be assessed in 15 minute increments and rounded down.	\$ _____
3. Contracted Labor Costs – Redaction	Name of person or firm contracted: _____ _____ hours _____ per hour charged by outside firm* (15 min. increments-rounded down) OR _____ per hour maximum allowable rate \$ _____ per hour* *Hourly rate charged by contracted labor (may not exceed six (6) times the State minimum wage (i.e. \$9.25x6=\$55.50)	\$ _____
4. Duplication, Copying (paper or digital), transferring records to non-paper media	Staff person completing the work _____ _____ minutes* (cumulative) \$ _____ per hour* *The hourly rate will be calculated by using the hourly wage of lowest paid employee capable of performing the duplication, copying or transferring of digital records to non-paper physical media. Labor charges will be assessed in 15 minute increments and rounded down.	\$ _____

