

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN
FREEDOM OF INFORMATION ACT
FEE ITEMIZATION FORM**

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs will be charged for responses to FOIA requests, pursuant to the FOIA Fee Schedule adopted and periodically revised by MERS.¹

Y / N (circle one): A fee for labor cost is being charged because the failure to do so will result in unreasonably high costs to MERS because of the nature of the request in this particular instance. Specifically, the nature of this unreasonably high cost is: _____.

Labor costs shall not be more than the hourly wage of MERS' lowest-paid employee capable of performing the labor in the particular instance, regardless of whether that person is available or actually performs the labor. Labor costs will be estimated and charged in 15 minute time increments. All partial time increments will be rounded down. No overtime will be charged unless the person making the request provides written approval. If the number of minutes is less than 15, there will be no charge. If MERS charges to cover or partially cover the cost of fringe benefits, it will use a 50% percent multiplier to account for those benefits.²

1. LABOR COST TO LOCATE³		
Hourly Wage Charged = \$ _____ OT Wages (as Stipulated by the Requestor) = \$ _____ Charge per increment = \$ _____	It is estimated to take ____minutes to perform this task ÷ __ minute increments = ____ increment(s).	Subtotal Cost = \$ _____
Or Hourly Wage with Fringe Benefit Cost = \$ _____ Charge per increment = \$ _____		

2. LABOR COST TO COPY⁴		
Hourly Wage Charged = \$ _____ OT Wages (as Stipulated by the Requestor) = \$ _____ Charge per increment = \$ _____	It is estimated to take ____minutes to perform this task ÷ __ minute increments = ____ increment(s).	Subtotal Cost = \$ _____
Or Hourly Wage with Fringe Benefit Cost = \$ _____ Charge per increment = \$ _____		

¹ MERS may require a 100% deposit from a requestor who has not previously paid a fulfilled FOIA request, provided the requirements in Section 4 of the Act are met.

² 100% of fringe benefit costs will be added to the applicable labor charge if a requestor is notified in writing that public records are available on MERS' website and the requestor continues to request that MERS provide a copy, in any format, of the available public record.

³ This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request.

⁴ This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

3. EMPLOYEE LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL ⁵		
Hourly Wage Charged = \$ _____ Charge per increment = \$ _____	It is estimated to take ____ minutes to perform this task ÷ ____ minute increments = ____ increment(s).	Subtotal Cost = \$ _____
Or		
Hourly Wage with Fringe Benefit Cost = \$ _____ Charge per increment = \$ _____		

4. CONTRACTED LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL ⁶		
Name of contracted person or firm = _____		
Hourly Wage Charged = \$ _____ Charge per increment = \$ _____	It is estimated to take ____ minutes to perform this task ÷ ____ minute increments = ____ increment(s).	Subtotal Cost⁷ = \$ _____
Or		
Hourly Wage with Fringe Benefit Cost = \$ _____ Charge per increment = \$ _____		

5. COPYING (DUPLICATION OR PRINTING) COST ⁸		
Letter (8 1/2 x 11-inch, single- or double-sided): ____ cents per sheet	Number of sheets = ____	Cost = \$ ____
Legal (8 1/2 x 14-inch, single- or double-sided): ____ cents per sheet	Number of sheets = ____	Cost = \$ ____
Other paper sizes (single- or double-sided): ____ cents per sheet	Number of sheets = ____	Cost = \$ ____
Actual and most reasonably economical cost of non-paper physical digital media (or being provided to the requestor in such format as stipulated) = \$ ____ <i>Circle applicable:</i> Disc / Tape / Drive / Other Digital Medium Cost per Item:	Number of items = ____	Cost = \$ ____
Subtotal Cost = \$ ____		

⁵ This is the cost of labor of a MERS employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information.

⁶ As MERS does not employ a person in-house who is capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e., outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. MERS will not charge for labor associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

⁷ This amount shall not exceed 6 times the State minimum hourly wage rate.

⁸ Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (i.e., to redact exempt information, to protect old or delicate original public records, or because the original public record is a digital file or database not available for public inspection). No more than 10 cents per sheet shall be charged. Whenever feasible, double-sided printing will be utilized.

6. MAILING COST ⁹		
	Number of envelope(s), package(s), stamp(s), etc.	
Cost of Envelope or Package = \$ _____	_____	Cost = \$ _____
Postage = \$ _____ per stamp	_____	Cost = \$ _____
Postage = \$ _____ per pound	_____	Cost = \$ _____
Postage = \$ _____ per package	_____	Cost = \$ _____
Postal Delivery Confirmation = \$ _____	_____	Cost = \$ _____
Expedited Shipping or Insurance, if requested = \$ _____	_____	Cost = \$ _____
Subtotal Cost = \$ _____		

Affidavit of Indigency Submitted? <u>Y / N</u> ¹⁰ Qualified Non-Profit Organization per Section 4(2)(f)(2)(b) of the FOIA? <u>Y / N</u>	If Yes, subtract \$20.00.	(\$ _____)
TOTAL ESTIMATED FEE = \$ _____		
If the estimated cost exceeds \$50.00, a good faith deposit of 50% is required before the request will be processed.	50% Deposit = \$ _____	Date Paid = ____/____/____
The request will be processed, but the balance of the cost must be paid before copies may be picked up, delivered, or mailed.	Balance Due = \$ _____	Date Paid = ____/____/____

2015-05-14_FOIA_Fee_Itemization_Form_2015

⁹ MERS will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. MERS will not charge more for expedited shipping or insurance unless requested by the requestor. MERS may charge for the least expensive form of postal delivery confirmation.

¹⁰ Persons establishing indigence (i.e. affidavit that the individual is receiving specific public assistance, or if not stating facts showing an inability to pay) and nonprofit organizations formally designated by the State of Michigan to carry out activities under Developmental Disabilities Assistance and Bill of Rights Act, Public Law 106-402 or the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-139, are entitled to a discount. If a requestor is ineligible for the discount, MERS shall inform the requestor specifically of the reason for ineligibility in its written response.