

FOIA COST ESTIMATE WORKSHEET

Requester:			FOIA Request Date:				
Actual Cost: Yes No			Estimate of Cost: Yes No				
	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	-
Retrieval of Public Records							
2	Clerical Assistant	\$	0	-			-
	Supervisor	\$	0	-			-
Copying of Public Records							
3	Clerical Assistant	\$	0	-			-
	Supervisor		0	-			-
Separation of Exempt from Nonexempt Information							
4	Clerical Assistant	\$	0	-			-
	Supervisor		0	-			-
	Outside Legal Counsel	\$		-			-
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 (not to exceed 50% of estimated fee in Line 7 above)						-

GENERAL COSTS GUIDELINES

Duplication Per Page (each side copied)	\$0.10
Labor: 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)*	\$
Labor: Outside counsel time (equal to six times the current state minimum wage rate of \$12.48 per hour) for separation of exempt from nonexempt information (January 1, 2023 \$10.10; January 1, 2024 \$10.56; January 1, 2025 \$10.80; January 1, 2026 \$11.04) (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.)	\$74.88 per hour
Mailing Costs	Actual
Specialty copies (Photo discs, photo reproductions; audio or video tapes or discs)	Actual
Other (Insurance; delivery charges)	Actual

*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA, is the lowest paid full-time City employee (Clerical Assistant) capable of retrieving/coping 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 charge or, if outside legal counsel is required, the rate used is equal to six times the then-current minimum wage.