

**YPSILANTI COMMUNITY UTILITIES AUTHORITY (YCUA)**

**FREEDOM OF INFORMATION ACT (FOIA) COST ITEMIZATION**

FOIA Requestor: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

Under Section 4 of the FOIA, YCUA may charge costs to respond to a FOIA request in 6 cost categories:

- the cost of labor to copy records;
- the cost of labor to locate records;
- the cost of in-house or outside labor to separate exempt from non-exempt material;
- the cost of copies;
- the cost of mailing; and,
- the cost of copying, copies and mailing of records on YCUA’s website.

**I. COST CATEGORIES**

**1. Labor Costs to Copy Records**

The cost of making copies, including copies in non-physical media, at the hourly wage of the lowest-paid employee capable of making copies, billed in 15 minute time increments, rounded down. If the time is less than 15 minutes, there is no charge. A fringe benefit cost may be added, up to 50% of the hourly wage.

Hourly Wage: \$ \_\_\_\_\_  
Fringe Benefit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ x \_\_\_\_\_ time increments = \$ \_\_\_\_\_

**2. Labor Costs to Locate Records**

The cost of searching for, locating and examining records, if not charging this cost will result in unreasonably high costs to YCUA, i.e., costs that are excessive in comparison to YCUA’s costs in responding to the usual FOIA request submitted to YCUA. The rules stated Section I 1. as to rate, time increments and fringe benefits apply.

Hourly Wage: \$ \_\_\_\_\_  
Fringe Benefit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ x \_\_\_\_\_ time increments = \$ \_\_\_\_\_

**3.a. The Cost of In-House Labor to Separate Exempt From Non-Exempt Material**

The cost associated with separating and deleting exempt from non-exempt material, (unless done before and YCUA still has the separated record), if not charging this cost will result in unreasonably high costs to YCUA, i.e., costs that are excessive in comparison to YCUA's costs in responding to the usual FOIA request submitted to YCUA. The rules stated Section I.1. as to rate, time increments, and fringe benefits apply.

Hourly Wage: \$ \_\_\_\_\_  
Fringe Benefit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ x \_\_\_\_\_ time increments = \$ \_\_\_\_\_

**3.b. The Cost of Outside Labor to Separate Exempt from Non-Exempt Material**

The cost of outside-contracted labor for the same work described above (unless done before and YCUA still has the separated record). The rules stated in Section I.1. and I.3.a. as to unreasonably high costs, rate, time increments and fringe benefits apply. This hourly wage will not exceed six (6) times the Michigan minimum hourly wage.

Hourly Wage: \$ \_\_\_\_\_  
Fringe Benefit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_ x \_\_\_\_\_ time increments = \$ \_\_\_\_\_

**4. Cost of Copies**

The actual cost per sheet of paper, not in excess of \$.10 cent per sheet, for letter size (8½ by 11) or legal size (8½ x 14), and no more than the actual cost for other paper sizes or non-paper physical media.

Letter Size Total: \_\_\_\_\_ x \$ \_\_\_\_\_ per sheet = \$ \_\_\_\_\_  
Legal Size Total: \_\_\_\_\_ x \$ \_\_\_\_\_ per sheet = \$ \_\_\_\_\_  
Other Size Total: \_\_\_\_\_ x \$ \_\_\_\_\_ per sheet = \$ \_\_\_\_\_

Non-Paper Physical Media (disc, tape, driver, other)  
Non-Paper Total: \_\_\_\_\_ x \$ \_\_\_\_\_ per item = \$ \_\_\_\_\_  
Total: \_\_\_\_\_ \$ \_\_\_\_\_

**5. Cost of Mailing**

The actual cost of mailing, including, at YCUA's option, the least expensive form of postal delivery confirmation, and, if requested by the FOIA requester, the cost of expedited shipping or insurance.

Envelope Total:	_____	x	_____	per item	= \$	_____
Package Total:	_____	x	_____	per item	= \$	_____
Postage (Actual Cost)					= \$	_____
Postal Delivery Confirmation					= \$	_____
Expedited Shipping					= \$	_____
Insurance					= \$	_____
Total:						\$ _____

**6.a. Cost of Copies of Records on YCUA Website**

If YCUA included its website address in response to a FOIA request and the requester then requests paper or non-paper physical media copies, the same rules as stated in Section I 4. as to paper size and type and non-paper media apply.

Letter Size Total:	_____	x \$	_____	per sheet	= \$	_____
Legal Size Total:	_____	x \$	_____	per sheet	= \$	_____
Other Size Total:	_____	x \$	_____	per sheet	= \$	_____
Non-Pager Physical Media (disc, tape, driver, other)						
Non-Paper Total:	_____	x \$	_____	per item	= \$	_____
Total:						\$ _____

**6.b. Labor Costs to Copy Records on YCUA's Website**

The same rules as stated in Section I 1. as to rate, time increments and fringe benefits apply.

Hourly Wage:	\$	_____				
Fringe Benefit:	\$	_____				
Total:	\$	_____	x	\$	_____	time increments = \$ _____

**6.c. Cost of Mailing Records on YCUA’s Website**

The same rules stated in Section I 5. as to mailing costs apply.

Envelope Package	= \$ _____	
Postage (Actual Cost)	= \$ _____	
Postal Delivery Confirmation	= \$ _____	
Expedited Shipping	= \$ _____	
Insurance	= \$ _____	
Total:		\$ _____

**II. SUPPLEMENTAL INFORMATION, ESTIMATE ADJUSTMENTS & DEPOSITS**

**Supplemental Information**

- YCUA may waive all or part of these fees if it determines a waiver is in the public interest.
- YCUA will provide a record without charge, for the first \$20 of a fee, if the requester is indigent and receiving public assistance, or, if not receiving public assistance, if the affidavit states facts showing an inability to pay.
- A requester will not receive such a discount if the requester has received discounted records twice in the current calendar year, or the requester requests records in conjunction with a third party who is offering or providing payment.
- A record will be provided without charge, for the first \$20 of the fee, if the requester is a non-profit designated by the State to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill or Rights Act of 2000 or the federal Protection and Advocacy of Individuals With Mental Illness Act, if the request is made on behalf of the organization and its clients; is made for a reason consistent with those laws under Section 931 of the Michigan Mental Health Code; and, if requested by YCUA, the requester provides documentary proof of such designation by the State.
- YCUA may require a deposit before providing records if the estimated fee exceeds \$50, not in excess of one-half the total estimated fee.
- YCUA may require a deposit of 100% of the estimated fee, before it begins a record search, if the requester has not paid in full for a prior YCUA FOIA response and all of six (6) different factors apply, as set out in the FOIA and YCUA’s FOIA Guidelines and Procedures.
- If YCUA does not timely respond to a FOIA request, YCUA will reduce labor cost charges by 5% for each day YCUA’s response is late, up to a maximum of a 50% reduction, if the

late response was willful and intentional or other factors apply, as set out in the FOIA and YCUA's FOIA Guidelines and Procedures.

**Estimate Adjustments**

Waiver in Public Interest	= \$	_____	
Indigence Discount	= \$	_____	
Non-Profit Discount	= \$	_____	
Total Estimate Adjustments:			\$ _____

**Deposit Adjustments**

Advance Deposit	= \$	_____	
Increased Deposit (100%)	= \$	_____	
Labor Cost Reduction	= \$	_____	
Total Deposit Adjustments:			\$ _____

**III. RECONCILIATION**

**Fees and Estimated Adjustments**

Total of I.1., 2., 3.a., 3.b., 4, 5, 6.a., 6.b., 6.c. =		\$ _____
Waiver In Public Interest	\$ _____, subtotal =	\$ _____
Indigent Discount	\$ _____, subtotal =	\$ _____
Non-Profit Discount	\$ _____, subtotal =	\$ _____

**Deposit & Deposit Adjustments**

Estimated Deposit	\$ _____
Increased Deposit	\$ _____
Labor Cost Reduction	\$ _____

TOTAL REQUIRED DEPOSIT: \$ \_\_\_\_\_

**THIS REQUEST WILL BE PROCESSED, BUT THE BALANCE DUE MUST BE PAID BEFORE COPIES OF RECORDS MAY BE PICKED UP OR MAILED.**

*YCUA'S FOIA Guidelines & Procedures and a Public Summary of the Guidelines & Procedures are available at no charge on YCUA's website, [www.ycua.org](http://www.ycua.org), or may be picked up at YCUA's administrative offices at 2777 State, Ypsilanti, MI 48197.*