



**A**DDISON COMMUNITY SCHOOLS  
219 Comstock • Addison, MI 49220

*The mission of Addison Community Schools is to provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful.*

**Freedom of Information Act  
Request for Information Itemization of Fees Standard Form**

Requestor Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Summary of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pursuant to the requirements of Michigan’s Freedom of Information Act, the following fees will be assessed by Addison Community Schools for the provision of the requested public record(s).

- This is an estimate of the fees to be charged by Addison Community Schools to provide the requested information.
- This is an itemized list of the actual charges for production of the requested public records.

**Labor Costs for Searching, Locating, and Examining Public Records**

- Labor costs for searching, locating, and examining the requested public records will be charged as follows:

Staff Person Name	Time <sup>1</sup>	Hourly Rate	Hourly Benefit Multiplier <sup>2</sup>	Total Cost

<sup>1</sup>Time is to be calculated in 15 minute increments, with all partial increments rounded down.

<sup>2</sup> The multiplier percentage shall not exceed 50%.

**Labor Costs for Separating and Deleting Exempt Information from Nonexempt Information**

- Labor costs for separating and deleting exempt information from nonexempt information will be charged as follows:

Staff Person/Contracted Firm Name	Time <sup>1</sup>	Hourly Rate	Hourly Benefit Multiplier <sup>2</sup>	Total Cost

<sup>1</sup>Time is to be calculated in 15 minute increments, with all partial increments rounded down.

<sup>2</sup> The multiplier percentage shall not exceed 50%.

**Electronic Record Provision Costs**

Electronic record provision costs will be charged as follows:

Type of Electronic Media	Total Cost of Media

**Paper Copy Costs**

Paper copy costs will be charged as follows:

Number of Pages	Cost per Page	Total Cost
	\$ .10	

**Labor Costs for Duplication or Publication**

Labor costs for duplication or publication, including making paper copies, making digital copies, or transferring digital public records to electronic media will be charged as follows:

Staff Person Name	Time <sup>1</sup>	Hourly Rate	Hourly Benefit Multiplier <sup>2</sup>	Total Cost

<sup>1</sup>Time is to be calculated in 15 minute increments, with all partial increments rounded down.

<sup>2</sup>The multiplier percentage shall not exceed 50%.

**Mailing Costs**

Mailing costs will be charged as follows:

Mailing Service	Weight	Cost of Mailing

**Good-faith Deposit**

Addison Community Schools requires a good-faith deposit of \$\_\_\_\_\_.

**Response Time Estimate**

Addison Community Schools estimates that it will take \_\_\_\_\_ days to provide the nonexempt public records.

**Cost Reduction**

Pursuant to Michigan’s Freedom of Information Act, a cost reduction of \$\_\_\_\_\_ will be applied. The cost reduction resulted from the following:

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