Freedom of Information Act (FOIA) Detailed Itemization of Fees

Requester's name and address:	

Fee Calculation	Amount
1. Labor costs* to search, locate, and examine: ____ Hours x $ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	$
2. Labor costs* for review and separation of exempt from nonexempt material: ____ Hours x $ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	$
3. Nonpaper physical media - Describe (e.g., CDs, DVDs, flash drive, etc.) and list actual costs:	$
4. Duplication and Publication - Describe (copying, scanning, etc.) ____ numbers of pages x $ _____ (cost per page)	$
5. Labor costs* to duplicate or publish: ____ Hours x $ _____ (hourly wage) x _____% (multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	$
6. Mailing - Describe and list actual costs:	$
FEE SUBTOTAL	$
Less waiver for indigent persons ($20.00)**	$
Less reduction for untimely response: $_____ subtotal x 5% reduction per day x _____days	$
TOTAL FEE FOR PROCESSING FOIA REQUEST	$
If the total fee is more than $50.00, you must pay a deposit of one-half of the amount of the estimated total fee before the Council will process your request. The total fee and deposit are best effort estimates, and your final costs may vary from these amounts.	Deposit: $
BALANCE TO BE PAID	$
Part or all of the documents requested are available online at: If you prefer to have copies of these documents sent to you, please forward payment to the Council for processing.	

* Labor costs will be calculated using the lowest paid Council employee capable of each task. If more than one hourly rate is used, labor costs will be listed on other copies of this form.
** You must submit an affidavit of indigency to qualify for this fee waiver.

Make check payable to the "State of Michigan" and mail to:
Michigan Legislative Council
124 West Allegan
Boji Tower - 3rd Floor
P.O. Box 30036
Lansing, MI 48909-7536