

Series 3000: Operations, Finance, and Property

3500 FOIA Requests and Record Retention

3501-F-3 Standard Form for Detailed Itemization of Fee Amounts

[Insert District Name]
FOIA Fee Itemization Form

Requester's Name: _____ Date on Request: _____

Date Received¹: _____ Estimated Fee: _____ -or- Actual Fee: _____

If estimated fee is over \$50, the District shall charge a good faith deposit of 50% of the estimated fee. Failure to pay the deposit within 48 calendar days of the District's notice constitutes abandonment, and the District is no longer required to fulfill the request.

Estimated date FOIA response will be available: _____

Labor Costs²

Searching/Locating/Examining Records

_____ x \$ _____ + _____ = _____
Hours³ Hourly Wage Fringe Benefit⁴

Separating and Deleting Exempt from Non-Exempt Information/Records

Employee

_____ x \$ _____ + _____ = _____
Hours⁵ Hourly Wage Fringe Benefit

Contracted Labor (if any)

Name of person or firm engaged _____

_____ x \$ _____ = _____
Hours Hourly Wage⁶

Duplicating or Publishing Records

_____ x \$ _____ + _____ = _____
Hours⁷ Hourly Wage Fringe Benefit

Non-Paper Physical Media

USB Flash Drives, CDs, DVDs, Other: _____ \$ _____

Postal Delivery Charges

Actual Cost of Mailing⁸ \$ _____

Copying Costs for Paper Copies⁹

Letter (8 1/2" x 11") Cost per page \$0. _____ x # of sheets _____ = \$ _____

Legal (8 1/2" x 14") Cost per page \$0. _____ x # of sheets _____ = \$ _____

