

Harper Creek Community Schools

7454 B Drive North, Battle Creek, MI 49014

269-441-6550

Keep original and provide copies of both sides of each sheet, along with Public Summary, to Requestor at no charge.

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request # _____ Date Request Received: _____

- The following costs are being charged/estimated in compliance with Section 4 of the Michigan Freedom of Information Act (FOIA), MCL 15.243, according to Harper Creek Community Schools' FOIA Procedures and Guidelines.
- If the District seeks a 50% deposit prior to providing the requested public record(s), the estimate is itemized below.

If all or a portion of the requested information is available on the District website, we are required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available.

In this case: None Some All

Of the requested material can be found at the following webpage(s):

Please provide a paper or electronic copy of the items requested

1. **Copying/Duplication:** 10¢ per sheet

Number of sheets: _____ x .10 Total Cost: \$ _____

2. **Labor Cost to Locate:** This is the cost of labor directly associated with the necessary searching for, locating and examination of public records in conjunction with receiving and fulfilling a granted written request. Reason for labor costs:

Harper Creek Community Schools will not charge more than the hourly wage of its lowest-paid employee capable of performing the work. Costs will be estimated in 15 minute increments.

Hourly Wage Charged: \$ _____ Charge per ¼ hour: \$ _____

3. **Deposit:** Harper Creek Community Schools may require a deposit before providing the public records to the requestor if the cost of the request exceeds \$50.00. The deposit cannot exceed ½ of the total estimated fee.

4. **Balance Due:** \$ _____