

Freedom of Information Act (FOIA) Detailed Itemization of Fees

Requester name:					
Date of request:					
Information requested:					
Format requested:	Paper	Digital			
Date of district response:					
Best efforts estimate for completion: ~ An earlier date may require overtime, whi		orize and reimburse the distr	ict for.		
Are requested documents available of a lf yes, requested documents are available of lf paper copies are requested for document noted below will apply. There will be no characteristics.	at <u>www.rockfords</u> nts available onlin	e, the fees for searching, loca	No ating, examining a	and copying su	ch records
Waiver of Fees The district may waive fees based on one You are an indigent person who has not re request is not made in conjunction with a You are a non-profit organization designat disabilities and provided proof of State de	eceived discounte n outside party wh ted by the State to	d copies from the district twice no has agreed to pay.			
Based on information provided in your r ~ If no, the following reason applies:	equest, the distr	rict finds you qualify for a f	ee waiver.	Yes	No

Estimation of Labor Fees

- A. Hourly rate of staff member searching, locating, examining, separating/deleting exempt information, copying records
- B. Fringe benefit cost (.5 x hourly rate)
- C. Estimated time (15-minute increments)

Total Estimated Labor Fees (A + B x C)

Estimation of Labor Fees (contracted out)

- A. If no internal staff member capable of separating/deleting exempt information, name of contracted person/firm
- B. Hourly rate (not to exceed six times minimum wage)
- C. Estimated time (15-minute increments)

Total Estimated Labor Fees for Contracted Person/Firm (B x C)

Estimation of Other Costs

- A. _____ letter/legal paper copies requested @ .10 per page
- B. Copying of odd-sized documents listed below
- C. Mailing costs (no charge if emailed or picked up)
- D. Cost of non-paper physical media such as disk, tape, flash drive or other digital media
- E. Miscellaneous (other special services at actual cost)

Total Estimated Other Costs (A + B + C + D + E)

TOTAL ESTIMATED FOIA FEE (LABOR AND OTHER COSTS)

Good Faith Deposit

If the total estimated FOIA Fee listed above exceeds \$50, the Rockford Public Schools requires a deposit of 50% of the estimated costs prior to processing your request.

If you have made previous FOIA requests and the following do not apply, the district will require a deposit equal to 100% of the estimated costs prior to processing your request.

- The final fee for your previous request was not more than 105% of the estimate provided.
- The public records provided in the previous request remain in the district's possession.
- The public records provided in the previous request were made available within the estimated time frame.
- Ninety (90) days have passed since you were notified that the requested records were available.
- You cannot show proof of prior payment for the prior request and have not subsequently paid in full.
- Less than three-hundred sixty five (365) days have passed since you made the prior request.

Based on the information above, the Rockford Public Schools requires the following Good Faith Deposit before processing your request: