

SCHEDULE OF FEES

SERVICE	COST TO CITIZEN
Labor cost for search, examination, review, and deletion and separation exempt from non-exempt information (if applicable)	Hourly wage, plus fringe benefits of the lowest paid public employee capable of retrieving the information necessary to comply with the request as determined by FOIA Coordinator (charged in 15 minute increments rounded to the next lowest increment). If contract labor is used for separating exempt from non-exempt the cost of contract labor will be charged at a rate not to exceed 6 times the state minimum wage rate, or less, whichever is the actual cost incurred
Labor cost for mailing, necessary duplication for inspection or for copying of the public record(s)	Same as above
Mailing costs	Actual cost
Photocopying	10 cents per page
Deposits	One-half the cost of estimates over \$50.00

In all instances, money must be received before copies are delivered or before searching and reviewing commences if a deposit is required.

The actual cost of non-paper physical digital media required to respond to requests and other specialized items shall additionally be charged where applicable.