

SOUTHGATE COMMUNITY SCHOOLS
Freedom of Information Act (FOIA) Guidelines

Effective: July 1, 2015

As a public educational entity, the Southgate Community School District complies fully with the Michigan Freedom of Information Act enacted in 1976 and as most recently amended in December 2014.

Submission of FOIA Requests

Requests in person or writing can be submitted to:

Jill Pastor
Superintendent/FOIA Coordinator
Southgate Community School District
14600 Dix-Toledo Rd.
Southgate, MI 48195

Request by fax can be sent to: 734-283-6791

Requests by email can be sent to: pastorj@sgate.k12.mi.us

For more information, please contact the FOIA coordinator at 734-246-4600

FOIA Charges

The district will charge .10 cents a copy per page; .03cents for each address label; \$10.00 for a video, DVD or CD. The district will also charge, where applicable, labor costs (not more than the hourly wage of the lowest paid employee); labor costs for reviewing and deleting exempt information; reasonable costs to provide the requested information in electronic format; labor costs for duplication and actual costs of mailing. Southgate Community School District will also provide an approximate cost in advance if requested.

Payment of FOIA Requests

Invoices indicating a summary breakdown of all charges will be provided to the person/organization making the request as authorized by FOIA Section 4(1), MCL 15.234(2). Checks should be made payable to: Southgate Community School District.

SAMPLE INVOICE

SOUTHGATE COMMUNITY SCHOOL DISTRICT
14600 Dix-Toledo Rd
Southgate, MI 48195

Attention: Jill Pastor, FOIA Coordinator

INVOICE #XXXXXX

DATE:

TO:

FOR: FOIA Request

Copies: XX pages @ .10

Labor Charges:

Postage:

Other: (DVD, CD, Video)

TOTAL DUE: \$

**Please make check payable to:
Southgate Community School District.**

**FOIA FEE ITEMIZATION FORM
SOUTHGATE COMMUNITY SCHOOL DISTRICT**

Requestor's Name _____	Date of Request _____
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_____ Estimate Fee	or	_____ Actual Fee
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Item Description	Hourly Rate ¹	Fringe Benefit % ²	Overtime Rate ³	No. of 15-minute increments ⁴	Total Charge
Locating/Retrieving Records	Hourly wage _____ x	1. _____ +/-	\$ _____ =	⁵ \$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Reviewing Records	Hourly wage _____ x	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Redacting Records	Hourly wage _____ x	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Copying/Duplicating Records ⁶	Hourly wage _____ x	1. _____ +/-	\$ _____ =	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Contracted Labor Costs-Redaction	⁷ Hourly wage _____ x	N/A	N/A	\$ _____ / 4 = \$ _____ x _____ (increments) =	\$ _____
Name of contracted person or firm if applicable: _____				Subtotal Labor Costs = \$ _____	
Copying Cost for Paper Copies⁸					
Letter (8½" x 11") paper at \$0.____ each⁹	Legal (8½" x 14") paper at \$0.____ each	Size _____ paper at \$0.____ each	Size _____ paper at \$0.____ each	Total Charge	
No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____		\$ _____
Mailing Cost					
Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Total Charge
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Nonpaper Physical Media			
USB Flash Drives	Computer Discs	Other Digital Media	Total Charge
\$ ____ x number used _____ = \$ _____	\$ ____ x number used _____ = \$ _____	\$ ____ x number used _____ = \$ _____	\$ _____
Qualified for \$20 Reduction? If yes, subtract \$20.			(\$ _____)
TOTAL FEE = \$ _____			
If estimated fee is over \$50, the District shall charge a deposit of 50% of the estimated fee.	Amount of Deposit \$ _____	Paid?	Y/N
Subtract any good-faith deposit received.			(\$ _____)
Reduction amount due to untimely response by District: 0.5% of fee x ____ days late = _____ reduction.			(\$ _____)
TOTAL DUE= \$ _____			

¹ The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

² The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

³ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

⁴ In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

⁵ Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

⁶ Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

⁷ This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.

⁸ The District shall utilize the most economical means available for making copies, including using double-sided printing.

⁹ The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.