



Freedom of Information Act Request Worksheet

Date: _____ Date the request was received: _____ Date of response: _____

Requested by: _____

Record(s) requested: _____

I. Duplication Costs:

Cost per Letter/Legal size paper, single- or double sided \$0.10 cents X number of copies _____ = \$ _____

Cost per computer disk/drive _____ X number of disk/drives _____ = \$ _____

II. Mailing Costs:

Cost of Envelope or Package _____ X number of packages _____ = \$ _____

Postage cost \$ _____

*First class postage rate used, unless Requester requires expedited shipping or insurance. \$ _____

Cost per fax _____ X number of faxes _____ = \$ _____

III. Labor Costs:

Searching, reviewing, deleting exempt information- Hourly rate \$ _____ X number of hours = \$ _____

Copying, faxing, scanning, making digital copy Hourly rate \$ _____ X number of hours = \$ _____

Total Charges: \$ _____

