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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, which you must authorize and reimburse the district for.

Are requested documents available online? ☐ Yes ☐ No

If yes, requested documents are available at www.kentwoodps.org

If paper copies are requested for documents available online, the fees for searching, locating, examining, and copying such records noted below will apply. There will be no charge to separate/delete exempt information

Waiver of Fees:

The district may waive fees based on the following:

You are an indigent person who has not received discounted copies from the district twice during the past calendar year, and the request is not made in conjunction with an outside party who has agreed to pay

You are a non-profit organization designated by the state to carry out activities protecting those with mental/developmental disabilities and provided proof of State designation

Based on information provided in your request, the district finds you qualify for a fee waiver.

☐ Yes ☐ No

If no, the following reasons applies:

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 Contracted Person/Firm (B x C)

Estimation of Other Costs

A. _____ letter/legal paper copies requested @ <u>0.10</u> per page	<u>0</u>
B. Copying of odd-size documents listed below	<u>0</u>
C. Mailing costs (no charge if emailed or picked up)	<u>0</u>
D. Cost if non-paper physical media (disk, tape, flash drive, or another digital media)	<u>0</u>
E. Miscellaneous (other special services at actual cost)	<u>0</u>

TOTAL ESTIMATED FOIA FEE (LABOR AND OTHER COSTS)

\$ _____

Good Faith Deposit

If the total estimated FOIA fee listed above exceed \$1,000, the Kentwood Public Schools requires a 50% deposit 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 estimate provided
- 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 request 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, Kentwood Public Schools requires the following Good Faith Deposit before processing your request: \$ _____

APPEAL OF FOIA PROCESSING FEE

If the District requires a fee (defined to include deposit) that requester believes exceeds the amount permitted under the FOIA or District's publicly available FOIA Procedures and Guidelines, the requesting person may, within 45 days after receiving notice of the required fee, commence an action in the circuit court or the county in which the public record or one of the District's offices are located.

If court determines that the fee exceeds the amount permitted under the FOIA or the District's publicly available FOIA Procedures and Guidelines, the court will reduce the fee to the permissible amount (if any).

If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the District arbitrarily and capriciously violated FOIA by charging an excessive fee, or acted in bad faith, the court will order that the District pay a civil fine to the state to punitive damages to the requester.