



**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: