



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= \$ _____			

- ⁱ 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.
- ⁱⁱ 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.
- ⁱⁱⁱ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.
- ^{iv} 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.)
- ^v Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.
- ^{vi} 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.
- ^{vii} This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.
- ^{viii} The District shall utilize the most economical means available for making copies, including using double-sided printing.
- ^{ix} The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.