

**ATTACHMENT B**  
**FREEDOM OF INFORMATION ACT WORKSHEET**

The fees and costs outlined are provided in response to your written request for a copy of a public record as outlined in the City of Sault Ste. Marie Freedom of Information Act Policy.

DATE THE FOIA REQUEST WAS RECEIVED:

---

PUBLIC RECORD(S) REQUESTED:

---

Unreasonably high costs to City because of

---

---

1. **TOTAL COPYING COSTS AS ITEMIZED BELOW: \$**\_\_\_\_\_

\_\_\_\_\_ City-owned copier          \_\_\_\_\_ Commercial Copier

Vendor or Facility Used: \_\_\_\_\_

Cost per copy \_\_\_ x No. of copies \_\_\_\_\_ = \$\_\_\_\_\_

Cost per computer disc \_\_\_ x No. of disks \_\_\_\_\_ = \$\_\_\_\_\_

Cost per name \_\_\_ x No. of labels \_\_\_\_\_ = \$\_\_\_\_\_

Cost per blue print x No. of \_\_\_\_\_ = \$\_\_\_\_\_

Additional items:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
|-------------|-----------------|-------------|

---

---

---

---

**2. TOTAL MAILING COSTS AS ITEMIZED BELOW: \$\_\_\_\_\_**

Cost of envelopes or other mailing device: \$\_\_\_\_\_

Postage costs: \$\_\_\_\_\_

**3. ESTIMATED LABOR COSTS AS ITEMIZED BELOW: \$\_\_\_\_\_**

Due to the nature of this request, a labor fee is being charged for the research, examination, review and (if applicable) the deletion and separation of exempt from nonexempt information as provided in the City of Sault Ste. Marie FOIA Policy. This fee is being charged due to:

Estimated Labor Hours \_\_\_\_\_ x \$\_\_\_\_\_ = \$\_\_\_\_\_

**4. TOTAL COSTS OF ITEMS 1 THROUGH 3 ABOVE \$\_\_\_\_\_**  
(Where Estimated Total Costs Exceed \$50.00)

I, \_\_\_\_\_, am requesting copies under FOIA. Based on the City of Sault Ste. Marie's approved FOIA Policy, I am submitting 50% of the estimated TOTAL COSTS as required, and confirm that the balance of the fees incurred will be paid before the public records are released to me.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_