

APPENDIX D

[letterhead]

**ESTIMATE OF PRODUCTION COSTS FORM**

BASIC INFORMATION

To: \_\_\_\_\_

From: \_\_\_\_\_

Date estimate provided to requestor: \_\_\_\_\_

Date on which public records request was received by the University: \_\_\_\_\_

Description of public records requested: *[PRRC may attach a copy of the request]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATE OF PRODUCTION COSTS

The production costs for a public records request are the reasonable costs that the University anticipates it will incur to produce copies of the public records requested. Production costs consist of copying costs, labor costs, and delivery costs. Copying costs consist of the costs related to making copies of the public records requested by the requestor by photographic or other means of duplication. Labor costs consist of the employee time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records. Delivery costs consist of the costs incurred by the University in delivering the records to the requestor.

Estimate of total copying costs: \_\_\_\_\_

Estimate of total labor costs (minus labor threshold): \_\_\_\_\_

Estimate of total delivery costs: \_\_\_\_\_

**Estimate of total production costs (copying + labor + delivery):** \_\_\_\_\_

PAYMENT FOR PRODUCTION COSTS AND ESTIMATED DATE ON WHICH PUBLIC RECORDS WILL BE AVAILABLE

- The University will begin the process of producing the records you requested. The University estimates that the records you requested will be available on \_\_\_\_\_.
- Because the estimated total production costs are greater than fifty dollars (\$50), the University requires you to pre-pay at least fifty percent (50%) of the estimated total production costs prior to the University beginning the process of producing the records you requested. The University estimates that the records you requested will be available within \_\_\_\_\_ days after the University receives pre-payment of at least fifty percent (50%) of the estimated total production costs.