

PUBLIC RECORDS DATA COLLECTION
DRAFT 11/7/2015

Name of Agency

Start		End	

Reporting Period (your agency's last complete fiscal year)

This worksheet is designed to help you estimate costs associated with public records requests to determine whether your agency meets the \$100,000 reporting threshold. **Use of this worksheet is completely discretionary. Do NOT send the worksheet to JLARC, it is provided solely to assist your agency in determining values required for the annual public records data collection effort. Enter values in yellow cells (replacing example inputs). Blue cells and the grand total (in green below) will automatically update. Please click "Enable Editing" if prompted upon opening of this worksheet.**

When estimating costs in the worksheet, please use data appropriate to your agency's last complete fiscal year.

Grand Total Costs	
Agency Staff Costs (designated and non-designated)	\$325,500
Legal Costs Non-Litigation	\$0
TOTAL ESTIMATED STAFF AND LEGAL REVIEW COSTS	\$325,500

DIRECTIONS:

Yellow cells are **input** cells: enter values specific to your agency (replace example inputs).

Blue cells will automatically calculate **subtotals**, using the data provided in yellow cells.

Green cells will automatically calculate **totals** using subtotals calculated in the blue cells.

Assumptions

Overhead Rate (%)	55%	Enter overhead rate for your agency
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Public Records Designated Staff - Time/costs associated with responding to public records requests

Use the section below to estimate the costs associated with staff designated to respond to public records requests. This includes Public Records Officers (PROs) and other staff whose primary duties as set forth in their job description specifically include responding to public records requests. Enter the position/role/title and the associated base wages and benefits per FTE. The number of FTEs is entered in Column D and the percent of their time spent on public records requests in Column E. The worksheet will apply the assumed overhead rate and will auto-generate the total cost in Column G.

Insert more rows if needed and copy the formulas in columns D through G. You can also contact us at JLARC (insert appropriate contact information) if you need help expanding this spreadsheet.

Position/Role/Title	FTE Calculation		Percent of FTE dedicated to responding to public records requests	Total FTEs dedicated to responding to public records requests	Total Cost (with Overhead)
	Base Wages Plus Benefits	Number of FTEs			
Clerk 1	\$60,000	3.00	75%	2.25	\$209,250
Assistant Clerk	\$60,000	1.00	25%	0.25	\$23,250
Head Clerk	\$60,000	1.00	100%	1.00	\$93,000
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
	-	-	0%	-	\$0
Total				3.50	\$325,500

Non-Designated Staff - Time/costs associated with responding to public records requests

Use the section below to estimate the cost of staff for whom responding to public records requests is not one of their primary job duties in their job description. Considering the last full year of requests that required coordination with other subparts of your agency, name the involved subparts and use one of two methods to estimate the cost of these staff:

- (1) estimate the number of hours contributed to responding to PRA requests (select "Hours" in the drop-down option in cell C38), or
- (2) estimate the percentage of total time that was spent on responding to PRA requests by specific subpart of your agency (select "Percentage" in the drop-down option in cell C38).

The worksheet will apply the assumed overhead rate to generate the total cost in Column E.

Choose Method:

Hours	Select method from drop-down menu by clicking on the yellow highlighted cell to the left, and then click on the arrow. If you select "Percentage" method, enter the percent as a fraction in column D. For example, for 3%, enter 0.03.
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Agency Subpart	Estimated Average Wages of involved Staff including Benefits	Estimated Total Hours Spent on Public Records Requests in Most Recent Full Year	Total Cost (with Overhead)
Administration	\$0	0	\$0
Planning Department	\$0	0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$0

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Legal Costs - Non-Litigation

Total Cost

Attorney Review/advice (non-litigation related)	\$0.00	\$0
Total		\$0