

WHITE OAK TOWNSHIP

FREEDOM OF INFORMATION FEE SCHEDULE

Name of Requester: _____ Date: _____

Address: _____

Preferred method of contact with number: _____

Public Record(s) Requested: _____

FEES

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the Township Board.

Copying (per copy cost)

Letter & Legal \$.10 per page x _____ = \$ _____

Non-Standard sizes (not to exceed 11 x 17) \$.30 per page x _____ = \$ _____

Labor Costs for Copying (Hourly Wage) \$15.00 x _____ = \$ _____

Labor Costs \$15.00 x _____ = \$ _____

Mailing No. 10 Business Envelope \$.50 x _____ = \$ _____

The Township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

Delivery cost estimate \$ _____

TOTAL ESTIMATED COST \$ _____

Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonable high costs to the Township.

If estimated cost exceeds \$50.00 a good faith deposit of 50% is required before request will be processed. Request will be processed, but balance must be paid before copies may be picked up, delivered, or mailed.

Request received by: _____ Date: _____

Request Forwarded to _____ Date: _____

Signature of FOIA Administrator: _____

Date of Response: _____