

FEE STRUCTURE FOR FREEDOM OF INFORMATION ACT REQUESTS

Supersedes all prior Fee Schedule(s) upon approval with an
Effective date of January 1, 2012.

Duplication

Copies

If it is necessary, due to size or volume to use a commercial facility, the charge will be the actual cost from the printer and the incremental labor wage.

Or

\$.25 cost per page 8 1/2 x 11 and 8 12/x 14 (township owned copier)

\$.50 cost per page 11 x 17

Computer Disks

\$1.00 cost per disk plus labor charge for time to create disk.

DVD

\$15.00 DVD cost per meeting or event.

Mailing

A Envelopes

\$.10 standard envelope

\$.25 large envelopes

B Postage

Actual cost

Hourly Labor Wage

\$15.27 (this may vary with each request)

This will be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act.

Labor cost of searching and reviewing files to delete exempt materials:

First 10 minutes free. Minimum \$15.27 per hour thereafter (charged in 10 minute increments).

The rate is determined by employee needed to perform search, review etc.

Labor cost of monitoring public review or original files

Same as item B above. This must be paid in advance.

Deposit

If the anticipated charges for a requested record will exceed \$50, a good faith deposit of one half of the total anticipated charges shall be required.

Waiver

If an individual submits an affidavit stating that her or she is receiving public assistance or is able to state facts showing an inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20 of the fee.

VOTER REGISTRATION INFORMATION

Supersedes all prior Fee Schedule(s) upon approval with an
Effective date of January 1, 2012.

\$.03	per registered voter on paper
\$.05	per registered voter on label
\$ 10.00	for voter history, per election on diskette or cd
\$ 10.00	for voter registration by precinct
\$ 50.00	for complete voter list in alpha order
\$ 50.00	subscription to absentee information (per election)

Above pricing does not include postage