

BIRCH RUN TOWNSHIP

AR 02-05

FREEDOM OF INFORMATION ACT REQUEST FEE SCHEDULE

BE IT RESOLVED, that the Birch Run Township Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. To be used in conjunction with the Freedom of Information Act Request Worksheet.

I. Duplication

A. Copies

If commercial facility to be used:

Actual cost incurred

OR

10¢ cost per page on township owned copier

B. CD/DVD

\$1.00 per disk copied

II. Mailing

Envelopes

50¢ each, small size

\$1.00 each, large size (plus postage)

III. Hourly Labor Wage

\$13.00 per hour (Charged in 15-minute increments)

IV. 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.

V. Waiver of Fees

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

Adopted: January 11, 2005

Revised: December 8, 2009

Revised: December 14, 2010

Revised: May 12, 2015

Corey Trinklein, Clerk