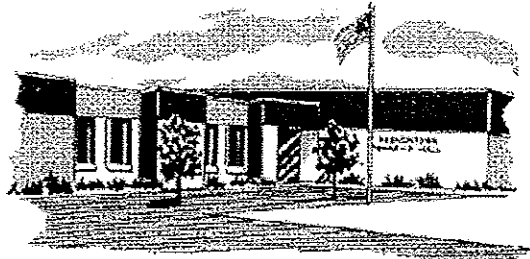


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**FRENCHTOWN CHARTER TOWNSHIP**

2744 VIVIAN ROAD - MONROE, MICHIGAN 48162-9249

**FREEDOM OF INFORMATION ACT REQUEST RULES**

**Adopted on February 15, 1994**

**Amended on March 18, 2008**

1. All requests for copies of public records shall be made in writing to the Township FOIA Coordinator through the Township Clerk's Office. FOIA requests for records shall be granted, denied, granted in part and denied in part or extended for not more than ten business days as permitted by the FOIA, within five (5) business days following the date the request is received.
2. Upon written request, a person shall have a reasonable opportunity to inspect and examine Frenchtown Charter Township public records.
3. No Frenchtown Charter Township public record shall be removed from the building in which the public record is located without the written consent of the person in charge of said Office.
4. Fees for providing a copy of the public record shall be as follows:
  - (a) Actual mailing costs including the actual postage and cost of envelope or mailer.
  - (b) Letter ..... \$.25 per page  
 Legal..... \$.25 per page  
 11" x 17" ..... \$.50 per page  
 24" x 36" or other larger size  
 documents copied in house by Township ..... \$5.00 per page
  - (c) The actual cost per hour of the lowest paid Township Employee capable of retrieving the information necessary to comply with the request as determined by the Township, charged in 15 minute increments.
5. A copy of a public record shall be furnished without charge for the first Twenty Dollars (\$20.00) of the fee for each request, to any individual who submits an affidavit stating facts sufficiently demonstrating that the individual has an inability to pay the cost because of indigence.

6. A copy of a public record may be furnished without charge or at a reduced charge if the public body determines that a waiver or reduction of the fee is in the public interest because furnishing copies primarily benefits the public.
7. The Township may request a good faith deposit from the person requesting the public record(s) if the fee provided in Paragraph 4 of these Rules exceeds Fifty Dollars (\$50.00). The deposit shall not exceed half (1/2) of the total estimated fee.
8. Copies for requests for documents which are not submitted in writing as Freedom of Information Act requests shall be charged at the rate of:

Letter .....	\$ .50 per page
Legal .....	\$ .50 per page
11" x 17" .....	\$1.00 per page
24" x 36" or other larger size documents copied in house by Township .....	\$7.00 per page

9. These rules may be amended from time to time by the Frenchtown Charter Township Board.



## Frenchtown Charter Township Freedom of Information Act Request Cost Worksheet

<p>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 Rules and Fee Schedule adopted and periodically revised by the Township Board.</p>		
<p><b>Copying (per copy cost as approved by Frenchtown Charter Township Board March 18, 2008, effective April 1, 2008):</b></p> <p>Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.</p>	<p>Number of pages:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p>	<p>Total Cost</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p style="text-align: right;">Letter 25 cents per page</p> <p style="text-align: right;">Legal 25 cents per page</p> <p style="text-align: right;">11" x 17" 50 cents per page</p> <p>24" x 36" or other larger size documents copied in house by Township 5 dollars per page</p> <p>Other: _____ Cost per page: _____</p>		
<p><b>Labor Cost for Copying (hourly wage):</b></p> <p style="text-align: right;">Hourly Wage Charged: _____</p>	<p>Number of minutes:</p> <p>x _____ =</p>	<p>Total Cost</p> <p>\$ _____</p>
<p><b>Mailing:</b></p> <p style="text-align: right;">No. 10 Business Envelope: ___ cents</p> <p style="text-align: right;">9 x 12 Envelope: ___ cents</p> <p style="text-align: right;">10 x 13 Envelope: ___ cents</p> <p style="text-align: right;">Other: ___ cents</p> <p style="text-align: right;">Postage (select method): \$ _____ per stamp</p> <p style="text-align: right;">\$ _____ per pound</p> <p style="text-align: right;">\$ _____ per package</p>	<p>Number of envelopes:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>Actual Postage:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p>	<p>Total Cost</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p><b>Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage):</b></p> <p>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 unreasonably high costs to the Township.</p>	<p>Number of minutes:</p> <p>x _____ =</p>	<p>Total Cost</p> <p>\$ _____</p>
<p style="text-align: right;">Hourly Wage Charged: _____</p>		
	<b>Subtotal</b>	\$ _____
	<b>Estimated Cost</b>	\$ _____
<p style="text-align: center;">Note: Estimated Cost Exceeds \$50.00. Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed</p>	<p>50% Deposit Date Paid: _____</p>	<p>\$ _____</p>
<p style="text-align: center;">Note: Request Will Be Processed, But Balance Must Be Paid <u>Before</u> Copies May Be Picked Up, Delivered, or Mailed</p>	<p><b>Balance Due</b> Date Paid: _____</p>	<p>\$ _____</p>

(March 2008)