

# Frenchtown Charter Township

Township Clerk/FOIA Coordinator  
2744 Vivian Road  
Monroe, Michigan 48162  
Phone (734) 242-5800 Fax (734) 242-1508

## FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, as amended, MCL 15.231, *et seq.*

Request to:  Receive copy  Inspect record

Delivery Method (*upon payment of balance due*):  Pick up records in person  Mail to address below

(Please Print or Type)

<b>Describe the public record(s) as specifically as possible:</b>		
Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Requestor's Signature	Date
-----------------------	------

### Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the Township's response time for this request until \_\_\_\_\_.

Requestor's Signature	Date
-----------------------	------

### For use by Township Only

Provided to: \_\_\_\_\_ Dept. on \_\_\_\_\_, 20\_\_\_\_

Received by Clerk's Office from \_\_\_\_\_ Dept. on \_\_\_\_\_, 20\_\_\_\_

(March 2008)

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

<p><b>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.</b></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 style="text-align: right;">Letter 25 cents per page Legal 25 cents per page 11" x 17" 50 cents per page 24" x 36" or other larger size documents copied in house by Township 5 dollars per page Other: _____ Cost per page: _____</p>	<p><b>Number of pages:</b> x _____ = x _____ = x _____ = x _____ = x _____ =</p>	<p><b>Total Cost</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>
<p><b>Labor Cost for Copying (hourly wage):</b></p> <p style="text-align: right;">Hourly Wage Charged: _____</p>	<p><b>Number of minutes:</b> x _____ =</p>	<p><b>Total Cost</b> \$ _____</p>
<p><b>Mailing:</b></p> <p style="text-align: right;">No. 10 Business Envelope: ___ cents 9 x 12 Envelope: ___ cents 10 x 13 Envelope: ___ cents Other: ___ cents</p> <p style="text-align: right;">Postage (select method): \$ _____ per stamp \$ _____ per pound \$ _____ per package</p>	<p><b>Number of envelopes:</b> x _____ = x _____ = x _____ = x _____ =</p> <p><b>Actual Postage:</b> x _____ = x _____ = x _____ =</p>	<p><b>Total Cost</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</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 style="text-align: right;">Hourly Wage Charged: _____</p>	<p><b>Number of minutes:</b> x _____ =</p>	<p><b>Total Cost</b> \$ _____</p>
	<b>Subtotal</b>	\$ _____
	<b>Estimated Cost</b>	\$ _____
<p style="text-align: center;"><b>Note:</b> Estimated Cost Exceeds \$50.00. Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed</p>	<p><b>50% Deposit</b> Date Paid: _____</p>	<p>\$ _____</p>
<p style="text-align: center;"><b>Note:</b> 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)

fctfoiarequest\_form\_w\_cost\_sheet.PD