

# GREENWOOD TOWNSHIP

Harrison, Michigan

June 4, 2012

#R-2012-4

## Establishing the Fee Structure for Freedom of Information Act Requests

Resolution of the public body regarding the fee structure used by the FOIA coordinator.

BE IT RESOLVED, that Greenwood Township Board does hereby adopt the following fee structure 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 Worksheet

I. Duplication:

Township-owned copier will be used. Cost per page will be \$ .10.

Envelopes will be .10 for business size and .25 for large size.

II. Hourly Labor Wage

\$10.00 per hour will be charged for any information retrieved for a Freedom of Information Act request.

III. Deposits

If the anticipated charges for a requested record will exceed \$50.00, a good faith deposit of one half of the total anticipated charges shall be required.

IV. Waiver of Fees

If an individual submits an affidavit stating that he/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 \$20.00 of the fee for each request.

Roll call vote was taken. "Ayes": All. "Nays": None

.This resolution was declared adopted this 4<sup>th</sup> day of June, 2012 by the Greenwood Township Board.

  
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Linda Bailow, Clerk