St. Clair Township
St. Clair County, Michigan

Joyce Skonieczny, Clerk
1539 S. Bartlett Rd.
St. Clair, MI 48079
Phone (810) 329-9042 Fax (810) 329-1198

FOIA Request for Public Records

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

Request to: ☐ Receive copy ☐ Inspect record ☐ Subscribe to record issued on regular basis
Delivery Method *(upon payment of balance due):* ☐ Pick up records in person ☐ Mail to address below

(Please Print or Type)

Name	Phone
Firm/Organization	Fax
Street	Email
City	State	Zip

Describe the public record(s) as specifically as possible:

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

3b. Contracted Labor Cost for <u>Separating Exempt from Non-Exempt</u>:

*(If using in-house employee, use No. 3a instead.)*This fee is being charged because failure to do so will result in unreasonably high costs to the township because of the nature of the request in this particular instance, specifically:_____

_____

_____

	To figure the number of increments, take the *number of minutes:* ____, *divide by* _____ *-minute increments, and round down to:* ____ *increments. Enter below:*	

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

Name of contracted person or firm: _____

This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in ____-minute time increments *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $_____   Charge per increment: $_____
        OR
Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: ____% *(up to 50% of the hourly wage)* and add to the hourly wage for a total per hour rate.   Charge per increment: $_____

	Number of increments X _____ =	Labor Cost $_____

4. Copying (duplication or printing):

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection *(for example, 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)*.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet:
  Letter (8 ½ x 11-inch, single- or double-sided): ___ cents per sheet
  Legal (8 ½ x 14-inch, single- or double-sided): ___ cents per sheet
No more than the actual cost of a sheet of paper:
  Other paper sizes (single- or double-sided): ___ cents per sheet

Actual and most reasonably economical cost of non-paper physical digital media:
  Circle applicable: Disc / Tape / Drive / Other Digital Medium
    Cost per Item: _____

Number of Sheets:	Total Cost
X _____ =	$_____
X _____ =	$_____
X _____ =	$_____
Number of Items:	
X _____ =	$_____

5. Mailing:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. *The township will not charge more for expedited shipping or insurance unless specifically requested by the requestor. The township *may* charge for the least expensive form of postal delivery confirmation.

  Cost of Envelope or Package: $____
  Postage: $_____ per stamp
  $_____ per pound
  $_____ per package
  Postal Delivery Confirmation: $_____
  *Expedited Shipping or Insurance as requested: $_____

Number of Env./Pkg.:	Total Cost
X _____ =	$_____
X _____ =	$_____
X _____ =	$_____
X _____ =	$_____
X _____ =	$_____
X _____ =	$_____

Proof or Affidavit of Indigency Submitted: Yes ____ No____	Subtract $20.00	($_____)
	Estimated Cost	**$_____**
Note: If Estimated Cost Exceeds $50.00, a Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed	Date Paid _____	**50% Deposit:** $_____
Note: Request Will Be Processed, But Balance Must Be Paid <u>Before</u> Copies May Be Picked Up, Delivered or Mailed	Date Paid: _____	**Balance Due:** $_____

(January 2015)

<u>St. Clair</u> **Township**

Freedom of Information Act Request Itemized Cost Worksheet

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 Fee Schedule adopted and periodically revised by the township board.		

1. Labor Cost to <u>Locate</u>:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments *(i.e.: 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $_____
       OR
Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: ____%
(up to 50% of the hourly wage) and add to the
hourly wage for a total per hour rate.

Charge per increment: $_____

Charge per increment: $_____

To figure the number of increments, take the *number of minutes:*
_____, divide by _____ -minute increments, and round down. Enter below:

Number of increments
X _____ =

Labor Cost
$_____

2. Labor Cost for <u>Copying</u>:

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments *(i.e.: 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $_____
       OR
Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: ____%
(up to 50% of the hourly wage) and add to the
hourly wage for a total per hour rate.

Charge per increment: $_____

Charge per increment: $_____

To figure the number of increments, take the *number of minutes:*
_____, divide by _____ -minute increments, and round down. Enter below:

Number of increments
X _____ =

Labor Cost
$_____

3a. Employee Labor Cost for <u>Separating Exempt from Non-Exempt</u>:

(If contracted, use No. 3b instead). This fee is being charged because failure to do so will result in unreasonably high costs to the township because of the nature of the request in this particular instance, specifically:_____
_____
_____

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $_____
       OR
Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: ____%
(up to 50% of the hourly wage) and add to the
hourly wage for a total per hour rate.

Charge per increment: $_____

Charge per increment: $_____

To figure the number of increments, take the *number of minutes:*
_____, divide by _____ -minute increments, and round down. Enter below:

Number of increments
X _____ =

Labor Cost
$_____