



**Records Located on Website**

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on Township Website**

I hereby stipulate that, even if some or all of the records are located on a Township website, I am requesting that the Township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1.  Labor to copy/duplicate
- 2.  Labor to locate
- 3a.  Labor to redact
- 3b.  Contract labor to redact
- 6b.  Labor to copy/duplicate records already on Township's website

Requestor's Signature

Date

**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**  Affidavit Received  Eligible for Discount  Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the Township.

**Office Use:**  Documentation of State Designation Received  Eligible for Discount  Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

## CHARTER TOWNSHIP OF WASHINGTON FOIA FEE SCHEDULE

FULFILLING A REQUEST	COST	UNIT
Copies of documents (8 ½ x 11 and 8 ½ x 14)	\$.10	per page – (double sided if available)
Oversized documents or documents that cannot be copied by the Township directly	Actual	per item or per page
Non-paper physical media (disc, tapes, similar media)	Most reasonable economic cost of the computer disc, computer tape or other digital or similar media, plus .03 per page scanned, if applicable	Per item
Cost of labor directly associated with duplication or 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	Hourly wage of lowest paid employee (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$27.95 per hour \$41.37 per hour (for Fire/EMS requests)
Cost of labor directly associated with searching for, locating, examining public records	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$27.95 per hour \$41.37 per hour (for Fire/EMS requests)
Labor costs associated with reviewing, separating and deleting of exempt information from non-exempt information	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$27.95 per hour \$41.37 per hour (for Fire/EMS requests)
Contracted labor costs associated with the separating and deleting of exempt information from non-exempt information	Not to exceed an amount equal to six (6) times the State minimum hourly wage rate (in increments of 15 minutes or more, partial time rounded down)	<u>Minimum Wage</u> Effective 1.1.15 - \$8.15 per hr. Effective 1.1.16 - \$8.50 per hr. Effective 1.1.17 - \$8.90 per hr. Effective 1.1.18 - \$9.25 per hr. Effective 1.1.19 – Annual increase linked to CPI not to exceed 3.5%
Mailing Costs	Actual	First class postal delivery
Deposits	One-half of estimated fee when estimate exceeds \$50.00.*	Must provide a detailed itemization of estimate

## **WAIVERS**

The first \$20 of the fee shall be waived for each request of an individual who submits an "Affidavit of Indigency" stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigency. An individual is ineligible for this fee reduction if the individual has previously received discounted copies of public records from the Township twice during the calendar year or the individual requests information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Township may require a statement by the requestor in the Affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

The first \$20 of the fee is also waived for a non-profit organization formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act, if the request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and, is accompanied by documentation of its designation by the State, if requested by the Township.

## **DEPOSITS**

\* Exceptions set forth in Township FOIA Procedures and Guidelines.

## **INTERNET RECORDS**

Since the Township maintains an official internet presence, any public records available to the general public on the Township's internet site at the time the request is made are exempt from any charges under the FOIA. The Township shall notify the requestor, in its written response, that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, shall include a specific web page where the address for the requested information is available.

## **OTHER**

This schedule does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public records is otherwise specifically provided by an act or statute.