

**ESTABLISHING THE FEE STRUCTURE FOR
FREEDOM OF INFORMATION ACT REQUESTS**

Resolution of the public body regarding the fee structure used by the custodian of the records.

BE IT RESOLVED, that Nottawa Township Board does hereby adopt the following fee schedule for establishing the proper charge for the Freedom of Information Act request under Public Act 442 of 1976. To be used in conjunction with the Freedom of information Act Request Worksheet.

I. DUPLICATION

A. Copies

Commercial facility to be used:

\$ AT COST cost per page

OR

\$.10 cost per page (township-owned copier)

B. Computer Disks

\$ AT COST cost per disk

II. MAILING

Envelopes

\$ AT COST each, small size, plus postage

\$ AT COST each, large size, plus postage

III. HOURLY LABOR WAGE

\$ 13.50 B. Anders

(This must be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act.)

IV. DEPOSIT

If the anticipated charges for a requested record will exceed \$50, a good faith deposit of one-half of the total anticipated charges shall be required.

V. WAIVER OF FEES

If an individual submits an affidavit stating that he or 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 of the fee for each request.

Adopted this 15th day of November, 2004 by Nottawa Township Board.