

# BIRCH RUN TOWNSHIP

## AR 02-05

### FREEDOM OF INFORMATION ACT REQUEST FEE SCHEDULE

**BE IT RESOLVED**, that the Birch Run Township Board does hereby adopt the following fee schedule 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 Request Worksheet.

**I. Duplication**

A. Copies

If commercial facility to be used:

Actual cost incurred

OR

10¢ cost per page on township owned copier

B. CD/DVD

\$1.00 per disk copied

**II. Mailing**

Envelopes

50¢ each, small size

\$1.00 each, large size (plus postage)

**III. Hourly Labor Wage**

\$13.00 per hour (Charged in 15-minute increments)

**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: January 11, 2005

Revised: December 8, 2009

Revised: December 14, 2010

Revised: May 12, 2015

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Corey Trinklein, Clerk