

## BENTON TOWNSHIP FREEDON OF INFORMATION ACT REQUEST COST WORKSHEET

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the township board.		
<b>Copying (per copy cost):</b>		
Coping costs may be charged if a copy of a public record is requested, or if a copy is required 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.	<b>Number of pages:</b>	<b>Total Cost</b>
<b>Letter</b> (single-sided): .10 cents per page	x _____	\$ _____
<b>Letter</b> (double-sided): .10 cents per page	x _____	\$ _____
<b>Legal</b> (single-sided): .10 cents per page	x _____	\$ _____
<b>Labor Cost for Copying (hourly wage):</b>		
<b>Hourly Wage Charged:</b> \$11.25	x _____	\$ _____
<b>Mailing:</b>	<b>Number of</b>	<b>Total Cost</b>
<b>No. 10 Business Envelope:</b> .12 cents	x _____	\$ _____
<b>9x12 Envelope:</b> .44 cents	x _____	\$ _____
<b>10x13 Envelope:</b> .52 cents	x _____	\$ _____
<b>Other:</b> .65 cents	x _____	\$ _____
<b>Current USPS RATE</b>	<b>Actual Postage:</b>	
<b>Postage</b> (select method): \$ _____ per stamp	x _____	\$ _____
\$ _____ per pound	x _____	\$ _____
\$ _____ per package	x _____	\$ _____
<b>Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage):</b>		
Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.2234. This fee is being charged because failure to do so would result in unreasonably high cost to the township, specifically:		
<b>Hourly Wage Charged:</b> \$11.25	x _____	\$ _____
	<b>Subtotal</b>	\$ _____
<b>Proof or Affidavit of Indigency Submitted</b>	Subtract \$20.00	\$ _____
	<b>Estimated Cost</b>	\$ _____
<b>NOTE:</b> Estimated Cost Exceeds \$50.00 Good Faith Deposit of 50% Required <b>BEFORE</b> Request Will Be Processed	50% Deposit Date Paid: _____	\$ _____
<b>NOTE:</b> Request Will Be Processed, But Balance Must Be Paid <b>BEFORE</b> Copies May Be Picked Up, Delivered, or Mailed	<b>BALANCE DUE</b> <b>Date Paid</b> _____	\$ _____