

Allendale Charter Township
Freedom of Information Act Request Cost Worksheet

as revised on 7/01/2015

*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.*

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| <p>Copying (per copy cost): <i>Copying 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.</i></p> <p style="padding-left: 40px;">Letter size...black and white...6 cents per page</p> <p style="padding-left: 40px;">Legal size...black and white...7 cents per page</p> <p style="padding-left: 40px;">11x14 size...black and white...10 cents per page</p> <p style="padding-left: 80px;">Letter size...color...10 cents per page</p> <p style="padding-left: 80px;">Legal size...color...14 cents per page</p> <p style="padding-left: 80px;">11x14 size...color...20 cents per page</p> | <p>Number of pages</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> | <p>Total cost</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> |
| <p>Fax</p> <p style="text-align: right;">50 cents per page</p> | <p>Number of pages</p> <p>x _____ =</p> | <p>Total cost</p> <p>\$ _____</p> |
| <p>Labels</p> <p style="text-align: right;">50 cents per page (30 labels per page)</p> | <p>Number of pages of labels</p> <p>x _____ =</p> | <p>Total cost</p> <p>\$ _____</p> |
| <p>Computer disk/CD</p> <p style="text-align: right;">\$1 per disk</p> | <p>Number of disks</p> <p>x _____ =</p> | <p>Total cost</p> <p>\$ _____</p> |
| <p>Labor Cost <i>Due to the nature of the request, 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 15.234. this fee is being charged because failure to do so would result in unreasonably high costs to the Township, specifically:</i></p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Hourly wage charged: \$ _____</p> | <p>Number of minutes</p> <p>x _____ =</p> | <p>Total cost</p> <p>\$ _____</p> |
| <p>Mailing</p> <p style="text-align: right;">Actual costs</p> | <p>Estimated cost</p> | <p>Total cost</p> <p>\$ _____</p> <p>\$ _____</p> |
| <p>Note: Estimated costs exceeds \$50.00. Good faith deposit of \$50 is required <u>before</u> request will be processed.</p> | <p>\$50 deposit</p> <p>Date deposit was paid _____</p> | <p>\$ _____</p> |
| <p>Balance must be paid BEFORE copies may be picked up, delivered, or mailed!</p> | <p>DATE BALANCE WAS PAID</p> <p>_____</p> | <p>BALANCE DUE</p> <p>\$ _____</p> |