

FOIA POLICY AMENDMENT

The FOIA Officer or their designee shall have 5 days to grant, deny or request 10 day extension. All requests must be granted or denied within 15 days of receipt.

A granted request may include a Best Estimate of the date that the request will be fulfilled. The best estimate date is non-binding on the Village. Requests may be fulfilled before the best estimate date if circumstances permit. (MCL 15.234 Sec. 4(8))

A granted and fulfilled request shall only be delivered upon payment of all associated costs.

The requestor is responsible for describing the documents requested in sufficient detail to fulfill the request. The requestor shall be responsible for the costs associated with fulfilling the FOIA request as described in their request.

FOIA FEE SCHEDULE

Copies of Documents:

B&W Paper Copies	8 1/2 x 11	=	\$0.10 each
	8 1/2 x 14	=	\$0.10 each
	11 x 17	=	\$0.20 each

Color Copies = add \$0.05 per copy

Labor Costs:

Lowest Wage Rate	=	\$13.39 per hour
Benefit Rate (50%)	=	\$ 6.70 per hour
Charged Labor Rate	=	\$20.09 per hour

Non-Paper Media Costs (all documents provided in .pdf format)

Scanned Copies	=	\$0.05 each
CD-R Disk	=	\$0.25 each
*Flash Drive (4GB)	=	\$6.00 each
*SD Cards	=	Actual Cost

*No Charge if storage media is provided by the requestor.

Delivery Costs:

Postage	=	Actual Costs
UPS/FedEx	=	Actual Costs
e-mailed	=	Free, upon receipt of payment

approved 2/26/2018

Calculating the Cost of Duplication, Redaction and Providing Paper Copies of Documents:

Labor Rate multiplied by the number of hours greater than 1.25 hours.
PLUS the number of copies multiplied by the cost per copy.
PLUS delivery costs.

Calculating the Cost of Duplication, Redaction and Providing Non-Paper Copies of Documents:

Labor Rate multiplied by the number of hours greater than 1.25 hours.
PLUS the number of copies multiplied by the cost per scanned copy.
PLUS the cost of the storage media.
PLUS delivery costs.

Deposits:

Any request estimated to require more than 2.5 hours of staff time or have an estimated total costs of more than \$50.00 shall require a deposit of 50% of the estimated costs before the request will be processed.

Any requestor who has not paid for a previous request that is more than 30 days past due and within the last 365 days shall be required to pay 100% of the estimated costs before any all future requests are processed.