

Ontonagon



Harbor Town

Gateway to the Porcupine Mountains

VILLAGE OF ONTONAGON

315 Quartz Street

Ontonagon, Michigan 49953

Phone: 906-884-2305 Fax: 906-884-4369

TDD: 1-800-649-3777

Website: www.villageofontonagon.org

Founded in 1843

FREEDOM OF INFORMATION ACT REQUEST FORM

Joseph W. Erickson
Manager
www.ontmgr@jamadots.com

Kori Weisinger
Clerk/Treasurer
www.ontclerk@jamadots.com

Requester's Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____ Email: _____

Description of requested records (be as specific as possible):

Reason for request:

Please indicate if you wish to inspect the above captioned records or desire a copy of them. If you select copy, please indicate whether you wish to pick up your copy or have it mailed (note mailing will incur extra charges for postage):

<input type="checkbox"/> Inspection	- or -	<input type="checkbox"/> Copy	<input type="checkbox"/> Pick-up	<input type="checkbox"/> Email - or -	<input type="checkbox"/> Mail
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The Village of Ontonagon established procedures, guidelines and fees in accordance with and pursuant to the provisions of the PA 442 of 1976. These fees include, but are not necessarily limited to, the actual cost of labor incurred in the examination, review, separation and deletion, supplies, duplication and mailing of non-exempt public records in response to requests for copies.

By my signature, I consent to the following: Pay all costs incurred for search, duplication and review of materials

Signature of Requestor: _____

THE VILLAGE OF ONTONAGON HAS (10) BUSINESS DAYS TO RESPOND TO YOUR REQUEST.

(FOR OFFICE USE ONLY)

Date request received: _____ Date response due: _____

Date completed or denied: _____ Paid: _____

Signature of FOIA Coordinator: _____ Date: _____

ATTACHMENT B
FREEDOM OF INFORMATION ACT PRICE WORKSHEET

The fees and cost outlined are being provided in response to your written request for a copy (s) of public record (s) as outlined in the Village of Ontonagon Freedom of Information Act Policy. The policy can be reviewed on our website: *Villageofontonagon.org*.

DATE THE FOIA REQUEST WAS RECEIVED: _____

PUBLIC RECORD (S) REQUESTED: _____

Unreasonably high costs to Village because of _____

TOTAL COPYING COSTS AS ITEMIZED BELOW:

Cost per black and white copy .10 X No. of copies _____ = \$ _____

Cost per email transmissions: \$ _____

TOTAL MAILING COSTS AS ITEMIZED BELOW: \$ _____

Cost of envelopes or other mailing device: _____

Postage cost: _____

ESTIMATED LABOR COSTS AS ITEMIZED BELOW:

Due to the nature of this request, a labor fee is being charged for the research, examination, review and (if applicable) the deletion and separation of exempt from nonexempt information as provided in the Village of Ontonagon FOIA Policy. This fee is being charged due to:

Estimated Labor Hours _____ X \$ _____ = \$ _____

If the fee exceeds \$50.00, a deposit of not more than one-half of the total fee may be requested:

Amount of estimate: _____

(-) 50% _____

Amount Due at 50% \$ _____ Paid date: _____ Check # _____ \$ (_____) _____

TOTAL AMOUNT DUE TO THE VILLAGE OF ONTONAGON FOR FOIA REQUEST \$ _____
(The total amount due must be paid before any information will be released)

OFFICE USE ONLY

RECEIVED PAYMENT & RELEASED INFORMATION BY: _____ DATE: _____

CHECK # _____