

**PLAINFIELD CHARTER TOWNSHIP
Freedom of Information Act Request Cost Worksheet**

<p>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.</p>		
<p>Copying (per copy cost):</p> <p>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.</p> <p align="right"> Letter (single-sided): ____ cents per page Letter (double-sided): ____ cents per page Legal (single-sided): ____ cents per page Legal (double-sided): ____ cents per page Other: _____ Cost per page: _____ </p>	<p>Number of pages: x _____ = x _____ = x _____ = x _____ = x _____ = </p>	<p>Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ </p>
<p>Labor Cost for Copying (hourly wage):</p> <p align="right">Hourly Wage Charged: _____</p>	<p>Number of minutes: x _____ =</p>	<p>Total Cost \$ _____</p>
<p>Mailing:</p> <p align="right"> No. 10 Business Envelope: ____ cents 9 x 12 Envelope: ____ cents 10 x 13 Envelope: ____ cents Other: ____ cents </p> <p align="right"> Postage (select method): \$ _____ per stamp \$ _____ per pound \$ _____ per package </p>	<p>Number of envelopes: x _____ = x _____ = x _____ = x _____ =</p> <p>Actual Postage: x _____ = x _____ = x _____ =</p>	<p>Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ </p>
<p>Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage):</p> <p>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 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the township, specifically:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p align="right">Hourly Wage Charged: _____</p>	<p>Number of minutes: x _____ =</p>	<p>Total Cost \$ _____</p>
	<p>Subtotal</p>	<p>\$ _____</p>
<p align="center">Proof or Affidavit of Indigency Submitted</p>	<p>Subtract \$20.00</p>	<p>\$ _____</p>
	<p>Estimated Cost</p>	<p>\$ _____</p>
<p align="center">Note: Estimated Cost Exceeds \$50.00. Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed</p>	<p>50% Deposit Date Paid:</p>	<p>\$ _____</p>
<p align="center">Note: Request Will Be Processed, But Balance Must Be Paid <u>Before</u> Copies May Be Picked Up, Delivered, or Mailed</p>	<p>Balance Due Date Paid:</p>	<p>\$ _____</p>