

**IRA TOWNSHIP
FREEDOM OF INFORMATION ACT
FEE SCHEDULE
EFFECTIVE: OCTOBER 2, 2023**

FULFILLING A GRANTED WRITTEN REQUEST	COST	UNIT
Copies of documents (8 ½ x 11 and 8 ½ x 14)	\$.10	per page – (double sided if available)
Oversized documents or documents that cannot be copied by the Township directly	Actual	per item or per page
Non-paper physical media (disc, tapes, similar media)	Most reasonable economic cost of the computer disc, computer tape or other digital or similar media	Per item
Cost of labor directly associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to be given to the requestor on non-paper physical media or through the internet or other electronic means	Hourly wage of lowest paid employee (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$31.28 per hour
Cost of labor directly associated with searching for, locating, examining public records	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$31.28 to \$37.18 per hour
Labor costs associated with reviewing, separating and deleting of exempt information from non-exempt information	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits	\$31.28 to \$37.18 per hour

Contracted labor costs associated with the separating and deleting of exempt information from non-exempt information	Not to exceed an amount equal to six (6) times the State minimum hourly wage rate (in increments of 15 minutes or more, partial time rounded down)	<u>Minimum Wage</u> Effective 1.1.15 - \$8.15 per hr. Effective 1.1.16 - \$8.50 per hr. Effective 1.1.17 - \$8.90 per hr. Effective 1.1.18 - \$9.25 per hr. Effective 1.1.19 – Annual increase linked to CPI not to exceed 3.5% Effective 1.1.2023 - \$31.28
Mailing Costs	Actual	First class postal delivery
Deposits	One-half of estimated fee when estimate exceeds \$50.00.	Must provide a detailed itemization of estimate

WAIVERS

The first \$20 of the fee shall be waived for each request of an individual who submits an “Affidavit of Indigency” stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigency. An individual is ineligible for this fee reduction if the individual has previously received discounted copies of public records from the Township twice during the calendar year or the individual requests information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Township may require a statement by the requestor in the Affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

The first \$20 of the fee is also waived for a non-profit organization formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act, if the request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and, is accompanied by documentation of its designation by the State, if requested by the Township.

The Township will not charge for the cost of search, examination, reviewing and the deletion and separation of exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

DEPOSITS

If the estimated total fee for processing the request exceeds \$50.00, the Township will require a 50% deposit. The Township will not begin processing the request until the deposit is paid.

If the Township receives a request from an individual who has not paid for copies of public records collected for a prior request, the Township will require a deposit of 100% of the estimated total fee before the new request is processed, if all of the following conditions exist:

- the final fee for the prior request was not more than 105% of the estimated fee;
- the public records made available contained the information sought and remain in the Township's possession;

The Township will not require the 100% estimated fee deposit if any of the following applies:

- the individual is able to show proof of full payment for the prior request;
- the individual pays in full the amount due for the prior request; or
- 365 days have passed since the individual made the request that was not paid for.

If the Township does not receive the requested deposit by the date specified by the Township in the deposit notice, the Township will consider the request abandoned. The specified date will be 48 days after the notice is sent.

The Township will not require an increased estimated fee deposit from an individual if, the individual is able to show proof of prior payment in full to the public body, the public body is subsequently paid in full for the appropriate prior written request and 365 days have passed since the individual made the written request for which full payment was not remitted to the public body.

INTERNET RECORDS

If the Township, directly or indirectly, administers or maintains an official internet presence, any public records available to the general public on the Township's internet site at the time the request is made are exempt from any charges under the FOIA. The Township shall notify the requestor, in its written response, that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, shall include a specific web page where the address for the requested information is available.

OTHER

This schedule does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public records is otherwise specifically provided by an act or statute.