

RESOLUTION ESTABLISHING THE FEE STRUCTURE  
FOR FREEDOM OF INFORMATION ACT REQUESTS  
(revised 7/5/2016)

Resolution of the public body regarding the fee structure to be used by the FOIA Coordinator.

BE IT RESOLVED, that the Charter Township of Hampton Board of Trustees does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. To be used in conjunction with the Freedom of Information Act Request Worksheet.

I. DUPLICATION

- |    |               |  |
|----|---------------|--|
| a. | Copies        | \$ .05 per page (must be copied back to back)    |
| b. | Labels        | \$ .005 per label - \$.15 full sheet             |
| c. | Computer Disk | actual cost                                      |
| d. | Faxes         | \$2.00 first page<br>\$1.00 each additional page |

II. ENVELOPES

- |    |        |                     |
|----|--------|---------------------|
| a. | #10    | \$ .06 per envelope |
| b. | manila | \$ .20 per envelope |

plus cost of postage

III. HOURLY LABOR WAGE

Dollar figure consistent with labor contract in affect at the time of the FOIA request (this must be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with the request under the Freedom of Information Act.)

IV. DEPOSIT

If the anticipated charges for a requested record will exceed \$50.00, a good faith deposit of one half of the total anticipated charges will be required.

V. WAIVER OF FEES

If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigency, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request.