

MUSKEGON COUNTY
MICHIGAN

REQUEST FOR INFORMATION
(FOIA Form #010)

Date:

County Department or Office Request Submitted to:

Requestor Information:

Name _____

Address _____

City _____

State/Zip _____

Telephone _____

E-Mail/Fax _____

Please print a brief description of information desired:*

The County may respond with an estimated fee or other appropriate response.
--See Fee Schedule on Page 2--

Requestor's Acknowledgment:

- I hereby request a copy of the above information and agree to pay the charges. If the fee exceeds \$50, a deposit of 1/2 of the estimated fee will be required before response.
- I hereby request the above information, claim to be indigent** and request a waiver of the first \$20 of the above charges.

Requestor's Signature

*If you require assistance with writing or translating, please contact the FOIA Officer, Administrator's Office, 990 Terrace Street, Muskegon, MI 49442.

**Persons claiming to be indigent must submit an "Affidavit of Indigency" stating that they are receiving public assistance or facts showing inability to pay the full cost.

**FREEDOM OF INFORMATION ACT
FEE SCHEDULE**

Effective: March 11, 2008

NOTE: This schedule **does not apply** to public records prepared by County Departments or Offices under an act or statute specifically authorizing the sale of those public records to the public **or** to fees that have been established and approved as part of the County Department or Office's operating revenue.

<u>Type of Reproduction</u>	<u>Cost</u>	<u>Unit</u>
Copies of a Document	\$.25	per page
Additional Copies of the Same Document	\$.10	per page
Labor cost incurred in duplication, examination, review, separation, deletion, etc.	\$ 3.52 ¹	per 10 minute unit
Computer process time	\$13.10	per 10 minute unit
Postage charges	Actual	per mailing
Other costs (disks, slides, tapes, etc.)	Actual	per item

Waivers

The first \$20 of the fee shall be waived for each request of an individual who submits an "Affidavit of Indigency" stating that they are receiving public assistance or facts showing inability to pay the full cost.

A waiver of fees will **not** be provided to an indigent person requesting additional copies of identical documents previously provided with a waiver of fees pursuant to a prior request under the FOIA.

Deposits

If the fee for the search and providing the public information exceeds \$50, a deposit of ½ the estimated fee is required.

Other

Fees must be paid in full prior to the actual delivery of the public information or copies.

The County department or office can not refuse to process a subsequent FOIA request on the ground that the requestor failed to pay fees charged for a prior FOIA request.

1. Hourly wage of the lowest paid departmental employee capable of retrieving the information necessary to comply with the request. The rate listed was calculated using the hourly wage (step 1) of a Clerk II plus 90% fringes (\$11.105 + 90% = \$21.10) prorated in 10 minute units and should be adjusted if a higher salaried employee with technical or advanced skill level is needed to respond to the request. This may involve professional staff for more technical requests or legal staff to resolve issues related to exemptions under the FOIA