

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Cato Township, Montcalm County
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Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for **Request No.:** _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of fulfilling necessary requests, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments as set by the township board

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of 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 as stipulated by the requestor.

Hourly Wage Charged: \$20.00

Charge per increment: \$5.00

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request

Hourly Wage Charged: \$20.00

Charge per increment: \$5.00

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

Hourly Wage Charged: \$20.00

Charge per increment: \$5.00

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting): *(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The township will not charge for labor directly associated with redaction if it previously redacted the record in question and still has the redacted version in its possession.

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of an attorney, including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

Name of contracted person or firm: _____

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, 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*).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 ½ x 11-inch, single and double-sided): **10 cents per sheet**
- **Legal** (8 ½ x 14-inch, single and double-sided): **10 cents per sheet**

No more than the actual cost of a sheet of paper for **other paper sizes**:

- **Other paper sizes** (single and double-sided): **10 cents / dollars per sheet**

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Drive / Other Digital Medium Cost per Item: \$10.00

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township **may** charge for the least expensive form of postal delivery confirmation.
- The township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

☐ * Requestor has requested expedited shipping or insurance

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived OR ☐ All fees are reduced by: 50%

Deposit: Good Faith

The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor **if the entire fee estimate or charge authorized under this section exceeds \$50.00**, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. **Percent of Deposit: 50%**

Late Response Labor Costs Reduction

If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township **must** do the following:

- (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, **with a maximum 50% reduction**, if the following applies:

- (i) The late response was willful and intentional

**Request Will Be Processed,
But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed**