

Alcona Township

## FREEDOM OF INFORMATION ACT POLICY

Policy #\_1-15 (amended 11/2020)

Alcona Township will provide information under the Freedom of Information of Act (FOIA) Public Act 442 of the Public Acts of 1976 MCL 15.231 Et. Seq. according to the following provisions:

All FOIA requests must be made in writing. FOIA requests submitted by facsimile copy, electronic mail, or by other electronic means, will be deemed received the first business day following transmission. All FOIA requests must specifically list and describe the information requested.

The FOIA Coordinator is the Alcona Township Clerk or his/her designate. The FOIA Coordinator shall provide records, has the authority to issue notices extending response times, or to deny requests in whole, or in part, on behalf of Alcona Township, as required by the FOIA.

The FOIA Coordinator will respond in writing to a FOIA request within five business days of receipt using the Notice of Freedom of Information Act Response form.

Fees shall be:

1. Labor costs for the time spent searching for, examination of, review of, and duplication of documents, and the deletion and separation of exempt information from non-exempt information – billable in 15-minute increments.
2. Fee for copying letter- and legal-size documents is ten cents per page
3. Fee for large copies—actual costs for reprinting
4. Actual cost of mailing requested documents
5. A 50 % deposit will be required if the estimated cost exceeds \$50.00.

There will be no charge or there will be a reduced charge if the search, inspection, and copying is to primarily benefit the general public as determined by Alcona Township.

The first \$20 of a fee shall be waived for a person who is receiving public assistance or presents facts showing inability to pay because of indigence.

In calculating the labor costs authorized by this policy, Alcona Township will not charge more than the hourly wage and associated fringe benefit costs of the lowest paid Alcona Township administrative employee capable of retrieving the information necessary to comply with the request.

Fees must be paid in full to Alcona Township prior to actual delivery of the copied documents.