

**RESOLUTION ESTABLISHING THE FEE STRUCTURE FOR  
FREEDOM OF INFORMATION ACT REQUESTS**

**Resolution of the Township of Berrien regarding the fee structure used by the FOIA coordinator**

BE IT RESOLVED, that the **BERRIEN TOWNSHIP BOARD** 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.

I. Duplication

- a. Copies of Bulletin Board information i.e. minutes, financial statement, etc.
  - i. Commercial facility to be used \$ .15 or current cost per page at time of printing

**Or**

- ii. Township owned copier \$ .25 per page.
- b. Written FOIA request and/or subscription:
  - i. Township owned copier \$ .20 per page plus hourly wage (see below Sec. III).
  - ii. Computer disks are not available

II. Mailing

- a. Regular business envelope up to 5 letter size pages                      \$ .25 plus current postage rate
- b. Large mailing envelope up to 15 letter size pages                      \$ .50 plus current postage rate

III. Hourly Labor Wage

\$11.75 per hour (this may vary with each request)  
(This must be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a 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 shall 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 indigence, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request.

**Adopted this 11<sup>th</sup> day of February, 2003 and  
Amended on the 14<sup>th</sup> day of February, 2006 by the**

**Berrien Township Board of Trustees**