

LAKE CHARTER TOWNSHIP
Freedom of Information Act
Request Worksheet

Cost may only be charged if a copy of a public record is requested. No fee may be charged for an individual to simply review public records

Date request was received: _____ Date of Response: _____

Record(s) requested: _____

Name of Person Making Request: _____

Address of Person Making Request: _____

Phone Number of Person Making Request: _____

I. Duplication costs:

Township-owned copier:

Cost per black copy \$0.25 x Number of copies _____ = \$ _____

Cost per color copy \$0.50 x Number of copies _____ = \$ _____

Cost per computer disk \$10.00 x Number of disks _____ = \$ _____

II. Mailing costs:

Postage cost (*current postage rates*) _____ = \$ _____

Cost per fax \$1.00 x Number of faxes _____ = \$ _____

Mailing Labels \$0.30 per sheet _____ = \$ _____

III. Labor cost:

Due to the nature of this request, a labor fee is being charged for the search, examination, review, and (*if appropriate*) the deletion and separation of exempt from nonexempt information as provided in Section 14 of the Freedom of Information Act. This fee is being charged because the failure to do so would result in unreasonably high costs to the township. Specifically,

Hourly labor rate \$9.95 x Number of hours _____ = \$ _____

IV. Total Charges: _____ = \$ _____

Signature of person making request _____