

The

CHARTER TOWNSHIP of PORT HURON ST CLAIR COUNTY'S FIRST

3800 Lapeer Road, Port Huron, Michigan 48060

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2011 FREEDOM OF INFORMATION ACT - ASSOCIATED FEES

As adopted by The Charter Township of Port Huron Board of Trustees

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the Township Board.

COPYING: Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out of 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. Certain blueprints and maps cannot be reproduced within our office. These will be sent out for copying and any applicable fees charged by the copying agent will be charged to the requestor of the record. For all other requests:

Cost per page	\$0.25
Computer Disks	\$1.50
Mailing Labels	\$0.50 per page

LABOR COSTS: Due to the nature of the request, a labor charge may be charged for the search, examination, review and copying as provided in Section 4 of the Freedom of Information Act MCL 15.234. This fee may be charged if failure to do so would result in high costs to the Township.

Hourly Rate	\$16.43
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MAILING FEES:

Regular #10 Envelope	\$0.05
Clasp Envelope	\$0.10
Postage Fee	actual cost
Faxed requests	\$0.10 per page

Note: If estimated cost exceeds \$50.00, a Good Faith Deposit of 50% will be required **before** the request will be processed.

Note: Balance of all charges must be paid **before** copies may be picked up, delivered or mailed.