FOIA Request for Public Records
Michigan Freedom of Information Act,
Public Act 442 of 1976, MCL 15.231, et seq.

Request No. Date Received Method Received: Hand Delivery, E-mail, Fax
Date delivered to Junk / Spam folder: Date discovered in Junk / Spam folder:
Due Date Extension filed: Extension Due Date:

REQUESTOR INFORMATION:
NAME: PHONE: E-MAIL:
FIRM / ORGANIZATION: FAX:
STREET: APT. / SUITE NO.
CITY: STATE: ZIP:

DELIVERY METHOD: Will pick up Mail to Address Above Email to Address Above Fax

DESCRIBE THE PUBLIC RECORD(S) AS SPECIFICALLY AS POSSIBLE. You may use this form or attach additional sheets:

REQUESTOR’S SIGNATURE: Date:

Consent to Non-Statutory Extension of County’s Response Time: I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the county must respond to this request within five (5) business days after receiving it, and that response may include taking a 10 business day extension. However, I hereby agree and stipulate to extend the county’s response time for this request until: ______________(month, day, year)

Signed: Date:
RECORDS LOCATED ON THE COUNTY WEBSITE:

If the county directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate information from non-exempt information). If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the county must notify the requestor in its written response.

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the county must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response to the degree practicable in the specific instance must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the county must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the county has included the website address for a record in its written response to the requestor thereafter stipulates that the public records be provided to him or her in a paper format or other form, including digital media, the county must provide the public records in the specified format (if the county has the technological capability) but may use a fringe benefit multiplier greater than the 50% not to exceed the actual costs of providing the information in the specified format.

Request for Copies / Duplication of Records on County Website

I hereby stipulate that, even if some or all of the records are located on a county website, I am requesting that the county make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

REQUESTOR'S SIGNATURE ________________________ Date ________________________

OVERTIME LABOR COSTS:

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the county using overtime wages in calculating the following labor costs as itemized in the following categories:

- Labor to Copy/Duplicate ______
- Labor to Locate ______
- Labor to Redact ______
- Contract Labor to Redact ______
- Labor to Copy / Duplicate records already on county's website ______

REQUESTOR'S SIGNATURE ________________________ Date ________________________
REQUEST FOR DISCOUNT: INDIGENCE

A public records search must be made and a copy of a public records must be furnished without charge for the first $20.00 of the fee for each request by an individual who is entitled to information under this act and who:

1. Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
2. If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If the requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for the discount. An individual is eligible for this fee reduction if ANY of the following apply:

   (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year;
   (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with other parties in exchange for payment of other remuneration.

(County Use: Affidavit Received _____ Eligible for Discount _____ Ineligible for Discount _____)

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

► REQUESTOR'S SIGNATURE: ___________________________ Date __________

REQUEST FOR DISCOUNT: NONPROFIT ORGANIZATION

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individual with Mental Illness Act, if the request meets ALL of the following requirements:

   (i) is made directly on behalf of the organization or its clients.
   (ii) is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
   (iii) is accompanied by documentation of its designation by the state, if requested by the county.

(County Use: Documentation of State Designation Received _____ Eligible for Discount _____ Ineligible for Discount _____)

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.

► REQUESTOR'S SIGNATURE ___________________________ Date __________

-- IT IS NOT NECESSARY TO SUBMIT PAGES 2 AND 3 WITH YOUR FOIA RECORDS REQUEST IF NONE OF THE PROVISIONS NOTED ABOVE APPLY TO YOUR SITUATION.
**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 county's FOIA Policies and Guidelines.

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.

This shall not be more than the hourly wage of the county's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in __________-minute time increments as set by the county board of commissioners (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

**Hourly Wage Charged: $ 16.00**

<table>
<thead>
<tr>
<th>Number of increments</th>
<th>1. Labor Cost</th>
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</thead>
<tbody>
<tr>
<td>x ________ = ________</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

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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. This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

The county will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in __________-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

**Hourly Wage Charged: $ 16.00**

<table>
<thead>
<tr>
<th>Number of increments</th>
<th>2. Labor Cost</th>
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</thead>
<tbody>
<tr>
<td>x ________ = ________</td>
<td>$ ________</td>
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</table>
3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a county employee. If contracted, use No. 3b instead).

The county 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.

This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

This is the cost of labor of a county employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the county's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, 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 (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: $16.00

To figure the number of increments, take the number of minutes: ________, divide by ________-minute increments, and round down. Enter below:

Number of increments x ________ = $______

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 county 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.

This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

As this county does not employ a person capable of separating exempt from nonexempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e., outside 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 of ____ (currently $8.15).

Name of contracted person or firm: __________________________________________

These costs will be estimated and charged in ______-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Cost Charged: $_______ Charge per increment: $_______

To figure the number of increments, take the number of minutes: ________, divide by ________-minute increments, and round down to: ______ increments. Enter below:

Number of increments x ________ = $______
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 blocking 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): \( \frac{5}{10} \) cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): \( \frac{10}{10} \) 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): \( \frac{\text{cents}}{\text{dollars}} \) per sheet

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

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium  Cost per Item: \( \frac{\text{cents}}{\text{dollars}} \)

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 county must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost savings are available.

<table>
<thead>
<tr>
<th>Number of Sheets:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( x ) _________ =</td>
<td>$ ________</td>
</tr>
<tr>
<td>( x ) _________ =</td>
<td>$ ________</td>
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</tbody>
</table>

No. of Items: \( x \) _________ = \( $ \) ________

4. Total Copy Cost \( $ \) ________

5. Mailing Cost:

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

<table>
<thead>
<tr>
<th>Actual Cost of Envelope or Packaging:</th>
<th>( x ) _________ = ( $ ) ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Cost of Postage: ( \frac{\text{cents}}{\text{dollars}} ) per stamp</td>
<td></td>
</tr>
<tr>
<td>( \frac{\text{cents}}{\text{dollars}} ) per pound</td>
<td></td>
</tr>
<tr>
<td>( \frac{\text{cents}}{\text{dollars}} ) per package</td>
<td></td>
</tr>
</tbody>
</table>

Actual Cost (least expensive) Postal Delivery Confirmation: \( x \) _________ = \( $ \) ________

5. Expedited Shipping or Insurance as Requested: \( x \) _________ = \( $ \) ________

*Requestor has requested expedited shipping or insurance

5. Total Mailing Cost \( $ \) ________
6a. Copying/Duplicating Cost for Records Already on County's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the county will provide the public records in the specified format and may charge copying costs to provide those copies.

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): \( \frac{5}{10} \) cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): \( \frac{10}{10} \) 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): _____ cents / dollars per sheet

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

- Circle applicable: Disc / Tape / Drive / Other Digital Medium
  Cost per Item: ________

☐ Requestor has stipulated that some/all of the requested records that are already available on the county's website be provided in a paper or non-paper physical digital medium.

<table>
<thead>
<tr>
<th>Number of Sheets:</th>
<th>Costs:</th>
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<tbody>
<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
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<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
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</table>

<table>
<thead>
<tr>
<th>No. of Items:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
</tr>
</tbody>
</table>

6a. Web Copy Cost
\( $_______ \)

6b. Labor Cost for Copying/Duplicating Records Already on County’s Website:

This shall not be more than the hourly wage of the county's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in ____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \( $16.00 \)

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<thead>
<tr>
<th>To figure the number of increments, take the number of minutes:</th>
<th>6b. Web Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>________ divide by ( ____ )-minute increments, and round down.</td>
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<table>
<thead>
<tr>
<th>Number of increments</th>
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<tbody>
<tr>
<td>( x ) _________ =</td>
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</tbody>
</table>

6b. Web Labor Cost
\( $_______ \)

6c. Mailing Cost for Records Already on County's Website:

Actual Cost of Envelope or Packaging: \( $_______ \)

Actual Cost of Postage: \( $_______ \) per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \( $_______ \)

*Expedited Shipping or Insurance as Requested: \( $_______ \)

☐ * Requestor has requested expedited shipping or insurance

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<tr>
<th>Number:</th>
<th>Costs:</th>
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<tbody>
<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
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<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
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<tr>
<td>( x ) _________ =</td>
<td>( $_______ )</td>
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</tbody>
</table>

6c. Web Mailing Cost
\( $_______ \)
### Subtotal Fees Before Waivers, Discounts or Deposits:

<table>
<thead>
<tr>
<th>Estimated Time Frame to Provide Records:</th>
<th>Estimate</th>
<th>Bill</th>
</tr>
</thead>
</table>

The time frame estimate is nonbinding upon the county, but the county is providing the estimate in good faith. Providing an estimated time frame does not relieve the county from any of the other requirements of this act.

### 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 county 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
- [ ] All fees are reduced by: _______%

### Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by an individual who is entitled to information under this act and who:

1. Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
2. If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR

(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

- [ ] Eligible for Indigence Discount

### Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

(i) is made directly on behalf of the organization or its clients.

(ii) is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.

(iii) is accompanied by documentation of its designation by the state, if requested by the county.

- [ ] Eligible for Nonprofit Discount

### Subtotal Fees After Waiver:

$_____

### Subtotal Fees After Discount (subtract $20):  

$_____

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**FOIA Detailed Cost Itemization Form** Page 5
Deposit: Good Faith
The county 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.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Deposit Amount Required</th>
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Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full
After a county has granted and fulfilled a written request from an individual under this act, if the county has not been paid in full the total amount of fees for the copies of public records that the county made available to the individual as a result of that written request, the county may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:

(a) The final fee for the prior written request was not more than 105% of the estimated fee.
(b) The public records made available contained the information being sought in the prior written request and are still in the county's possession.
(c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
(d) Ninety (90) days have passed since the county notified the individual in writing that the public records were available for pickup or mailing.
(e) The individual is unable to show proof of prior payment to the county.
(f) The county calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A county can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:

(a) The individual is able to show proof of prior payment in full to the county, OR
(b) The county is subsequently paid in full for the applicable prior written request, OR
(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the county.

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<thead>
<tr>
<th>Date Paid</th>
<th>Deposit Amount Required</th>
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Late Response Labor Costs Reduction
If the county does not respond to a written request in a timely manner as required under MCL 15.235(2), the county must do the following:

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

(i) The late response was willful and intentional, OR
(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

<table>
<thead>
<tr>
<th>Number of Days Over Required Response Time</th>
<th>Total Labor Costs</th>
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<tbody>
<tr>
<td></td>
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</table>

Multiply by 5%

<table>
<thead>
<tr>
<th>Total Percent Reduction</th>
<th>Reduced Total Labor Costs</th>
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<td></td>
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</tbody>
</table>

The Public Summary of the county's FOIA Procedures and Guidelines is available free of charge from:
Website: ___________________________ Email: ___________________________
Phone: ___________________________ Address: ___________________________
Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Total Balance Due</th>
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(Form created by Michigan Townships Association, April 2015)