Freedom of Information Act – Request Form - POLICE

Requester – Name ____________________________________________________________

Address______________________________________________ City / State / Zip__________________________

Daytime Phone_________________________ Email__________________________

Pick up documents? _______ (or) Have documents emailed if possible?? __________ (will come from encrypted email)

Signature__________________________ Today’s Date__________________________

PLEASE NOTE: The Freedom of Information Act (“FOIA”) may require a public body to produce copies of documents to a requester. Therefore, please provide a detailed description below of the documents you are seeking so that we may determine if we have the documents and if the FOIA allows us to give those items to you. For a copy of the Shelby Township procedures and guidelines pertaining to FOIA requests, visit our website at http://www.shelbytwp.org/departments/human_resources/forms.html

Date of incident(s): ____________________ Case or Incident #’s: ____________________

Person(s) involved (include DOB): ______________________________________________

Description of incident(s) __________________________________________________________________________________________

________________________________________________________________________________________

Address of incident: ____________________________________________________________

Any other pertinent info: ____________________________________________________________________________________________

________________________________________________________________________________________

FOIA Requests – Fee Schedule

| Copy Paper:   | $0.10 per sheet | Labor: $20.43 per hour | Research/Duplication/Redaction: $16.93 wage + $3.50 fringe benefits |
| Photo Paper:  | $1.81 per sheet |                          |                                                                  |
| Blueprint Copy: | $2.00 per sheet |                          |                                                                  |
| CD’s:         | $0.12 each Vinyl CD |                          |                                                                  |
| Flash Drive:  | $4.10             |                          |                                                                  |
| Sleeve:       | $0.07 each        |                          |                                                                  |
| Postage:      | Actual USPS Cost  |                          |                                                                  |

Printed Aperture Cards: $5.50 per card + labor @ $20.18/hr + $7.13 mileage. You will be required to pay the estimated cost prior to the duplication of your requested cards.

**Base fee for 1 print = $32.81 + $5.50 (each additional print)**

☐ I, the Requester, have attached an “Affidavit of Indigence” or am requesting on behalf of a qualified non-profit organization and ask the Public Body to furnish the material(s) without charge for the first $50 of the required fees.

________________________________________

FOIA - OFFICE USE ONLY

Date Received________________________ Date Due________________________ Extension Date________________________

Received By_________________________ RE: (Twp. Dept.) ________________________________

Ready Date________________________ Notified Date________________________ Finalized Date________________________

Status Notes ____________________________________________________________________________________________