



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
 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

Labor Research/Duplication/
 Redaction: \$20.43 per hour
 (\$16.93 wage + \$3.50 fringe
 benefits) you will be notified
 prior to the processing of this
 request of this wage rate differs.

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 _____