



# Freedom of Information Act – Request Form

ID# \_\_\_\_\_

Requester – Last Name \_\_\_\_\_ First \_\_\_\_\_

Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ 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](http://www.shelbytwp.org/departments/human_resources/forms.html)

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### 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  
Sleeve \$0.07 each  
Postage Actual USPS Cost

Labor Research/Duplication/  
Redaction: \$20.18 per hour  
(\$16.68 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 \_\_\_\_\_

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