



Village of Sand Lake

Michigan Freedom of Information Act Request Form

Authority: 1976 PA 442, as amended

You may submit requests for (a) copies or (b) view records of non-exempt public information under the Michigan Freedom of Information Act (FOIA) to: Village of Sand Lake, FOIA Coordinator, PO Box 139, Sand Lake, MI 49343

Phone: (616) 636 – 8854

Email: treasurer@villageofsandlake.org

Refer to the Summary of Freedom of Information Act Procedures & Guidelines to assist you with your request.

Please describe the public record as sufficiently as possible, specifying subject matter, date, and person.

Preferred method of records: Mail Fax E-mail - or - View Records

Requester Information: *Please Print*

Name of Requestor:	Daytime phone:
If applicable: Fax#	Email address:
Address:	

By my signature, I consent to the following:

Pay all actual costs incurred for search, duplication and review of materials. Pay a good faith deposit for fees in excess of fifty-dollars (\$50.00). The deposit shall not exceed ½ of the total fee. I understand that if this request is permitted under the Freedom of Information Act, the information will be provided within five (5) business days with a provision for an additional ten (10) days extension, if necessary.

X _____
Signature

Date: _____

Date Request Received at Village of Sand Lake: _____

P.O. Box 139, 2 E Maple St., Sand Lake, MI 49343

"This institution is an equal opportunity provider"

FOIA COST ESTIMATE WORKSHEET

Requester: _____				FOIA Request Dated: _____			
Actual Cost: Yes No				Estimate of Cost: Yes No			
LINE	CLASSIFICATION OF LOWEST PAID EMPLOYEE CAPABLE OF RETRIEVING/ COPYING THE INFORMATION (POSITION/TITLE)	HOURLY PAY INCLUDING BENEFITS AMOUNT	TIME TO COMPLY IN 1/4 HOUR INCREMENTS	TOTAL COST AMOUNT	# OF PAGES OF DOCUMENTS	# OF PAGES TIMES \$0.10/PAGE AMOUNT	TOTAL AMOUNT
Copying Charges							
1	Copies					\$0.10 per page	
Retrieval of Public Records							
2	General Office Assistant	\$13.50	\$3.38				
	Secretary	\$0.00	\$0.00				
	Department Manager	\$0.00	\$0.00				
	Clerk/President	\$19.72	\$4.93				
Copying of Public Records							
3	General Office Assistant	\$13.50	\$3.38				
	Secretary	\$0.00	\$0.00				
	Department Manager	\$0.00	\$0.00				
	Clerk/President	\$19.72	\$4.93				
Separation of Exempt from Nonexempt Information							
4	General Office Assistant	\$13.50	\$3.38				
	Secretary	\$0.00	\$0.00				
	Department Manager	\$0.00	\$0.00				
	Clerk/President	\$19.72	\$4.93				
	Outside legal counsel	\$51.00	\$12.75				
Other Charges							
5	OTHER CHARGES (pick-up/delivery charges; mileage (at current IRS) rate, packaging, etc.)						
6	MAILING COSTS						
7	TOTAL COST ESTIMATE						
8	DEPOSIT REQUIRED (if estimated cost exceeds \$50.00) (not to exceed 50% of estimated fee in Line 7 above)						

GENERAL COSTS GUIDELINES

Duplication Per Page (each side copied)	\$.10
Labor: Hourly Rate/Benefits of lowest paid employee capable of performing compliance tasks (includes fringe benefits at one-half of employee's hourly wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)*	
Labor: Outside counsel time (equal to six times the current state minimum hourly wage rate) for separation of exempt from nonexempt information (January 1, 2016: \$8.50 per hour; January 1, 2017: \$8.90 per hour; January 1, 2018: \$9.25) (subject to change based on change in state minimum hour wage) (Billed in 1/4 hour increments; Time increments are rounded downward to the next 1/4 hour increment)	\$51.00 per hour
Mailing Costs	Actual
Specialty copies (Photo discs, photo reproductions; audio or video tapes or discs)	Actual
Other (Insurance; overnight or express delivery charges)	Actual

*Generally the hourly charge (including benefits) per Section 4(3) of the FOIA, is the lowest paid fulltime Village employee (General Office Assistant) capable of retrieving/copying necessary information/records. However, when professional/ technical class capable employee is required to process requests requiring certain information retrievals, examinations, and redaction, the hourly rate of the lowest paid capable professional/technical employee is charged or, if outside legal counsel is required, the rate used is equal to six times the then-current minimum wage.