

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

INFORMATION NEEDED FROM: (Dept.)								
Name of Public Body: Charter Township of West Bloomfield								
APPLICANT REQUESTING INFORMATION								
Name:	Address: _____ _____ _____	Phone:						
	City Zip							
Description of Public Records Requested:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">NATURE OF REQUEST (Check one)</td> </tr> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Provide copy of requested public records </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Provide a certified copy of requested public records </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Allow an opportunity to inspect the requested public records prior to making copies </td> </tr> </table>			NATURE OF REQUEST (Check one)			<input type="checkbox"/> Provide copy of requested public records	<input type="checkbox"/> Provide a certified copy of requested public records	<input type="checkbox"/> Allow an opportunity to inspect the requested public records prior to making copies
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I understand that the public body may charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information. Please see reverse side for fees								
Date	Signature							

FIXED COST FEE SCHEDULE

PAPER COPIES:

8 1/2 " x 11" - Black and White	\$0.05 per page
8 1/2 " x 11" - Color Copies	\$0.10 per page
8 1/2 " x 14" - Black and White	\$0.05 per page
8 1/2 " x 14" - Color Copies	\$0.10 per page
Plan sheets exceeding 8 1/2" x 14"	\$0.25 per page

If it is determined that the volume of a set of plans is too large for the Township of West Bloomfield to copy, these will be sent out and the requester will be charged for the actual costs to prepare the document.

COPIES WILL BE DOUBLE-SIDED IF AVAILABLE AND COSTS LESS

NON-PAPER PHYSICAL MEDIA:

Computer Discs w/sleeve	\$0.54 each
DVD w/sleeve	\$0.56 each

ELECTRONIC COPIES:

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

MAILING COSTS:

Actual cost of mailing records in a reasonable and economical manner. The Township of West Bloomfield may charge for the least expensive form of postal delivery confirmation.

The Township of West Bloomfield will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

WAIVERS AND REDUCTIONS:

\$20.00 for indigency or nonprofit organization as further described in the Procedures and Guidelines document.