

SCHEDULE OF FEES FOIA REQUEST

COPIES (no research involved)

letters, documents, etc.

\$.10 per copy

COPIES - WITH RESEARCH

\$.10 per copy

Clerk's wage per hour of research for any research over ½ hour

NON-PAPER PHYSICAL MEDIA (email or other electronic copy) (no research involved)

No charge to email information - copies available for email only if currently available on clerk's computer or flash drive (village does not have the capacity to scan and email documents not currently saved electronically)

No charge to save information to requestors flash drive - copies available for transfer to flash drive only if currently available on clerk's computer or clerk's flash drive (village does not have the capacity to scan and transfer documents not currently saved electronically) (Village will not provide flash drives – requestors must provide their own)

NON-PAPER PHYSICAL MEDIA - WITH RESEARCH

Same as above with the addition of:

Clerk's wage per hour of research for any research over ½ hour

PLUS ANY POSTAGE - ENVELOPES

Current postage rate

\$.25 per regular 4x9" envelope

\$1.00 per larger envelope

Or current cost of any larger mailer

COST OF ANY OUTSIDE COPING (copies that cannot be done in the office) will be charged to the person requesting such copies.

We will not hand deliver request - request will be mailed or can be picked up during office hours.

Costs do not include copies of Minutes – there is no charge for copies of Council Meeting Minutes.

If the total cost of a request is estimated to be over \$50, a deposit is required of half the estimated amount before processing the request.

If a request is received from an individual who has not paid for previous FOIA request a 100% deposit is required before processing the request.

RULES FOR FOIA REQUEST

Request can be made and picked up weekdays between 9:00 am and 12:00 pm and 1:00 pm and 5:00 pm. (subject to holidays and vacation time)

Request will be answered within 5 workdays or an extension will be asked for.

Public records may be reviewed in the Village office during the same hours as listed above.

Reviews will be by one person only and may last for only one hour. (as space is limited in the office)

Village policies and ordinances are available on our website at no charge – www.nashvillemi.us