

SCHEDULE OF FEES FOIA REQUEST

PAPER COPIES (no research involved)

Letters, documents, etc.

\$.10 per copy*

PAPER COPIES - WITH RESEARCH

\$.10 per copy*

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

*COST OF NON-STANDARD SIZE PAPER COPIES - (paper copies that cannot be done in the office) Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.

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

There is no charge to email information - copies available for email only if currently available on clerk's computer.

Any documents not currently saved on the clerk's computer will be considered non-paper physical media – with research.

The cost for non-research involved records provided on non-paper physical media (computer discs, flash drives) will be at the actual and most reasonably economical cost for the non-paper media only. Records available for transfer to non-paper media only if currently available on clerk's computer (To ensure the safety of village technology the village will procure any requested non-paper media and will not accept non-paper media from a requestor)

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 plus:

- \$.25 per regular 4x9" envelope
- \$1.00 per larger envelope

Or current cost of any larger mailer

The village will not hand deliver request - request will be mailed or can be picked up during office hours after payment is received.

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 8:30 am and 4:00 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