

## Freedom of Information Act Request Worksheet

Cost may only be charged if a copy of a public record is requested. No fee may be charged for an individual to simply review public records.

Date request received: \_\_\_\_\_

Date of response: \_\_\_\_\_

Record(s) requested:

### Duplication at Township cost:

Township-owned copier \_\_\_\_\_ (11" x 17" or smaller)

Commercial copier \_\_\_\_\_ (11" x 17" or smaller)

Cost per copy\_x Number of copies = \$ \_\_\_\_\_

Cost per computer disk\_x Number of disks = \$ \_\_\_\_\_

### II. Mailing at Township cost

Cost per envelope \_\_\_\_\_ x Number of envelopes \_\_\_\_\_  
\$ \_\_\_\_\_

Postage cost = \$ \_\_\_\_\_

Cost per fax \_\_\_\_\_ x Number of faxes \_\_\_\_\_ = \$ \_\_\_\_\_

### III. Labor at Township cost:

Due to the nature of this request, a labor fee is being charged for the search, examination, review and *(if appropriate)* the deletion and separation of exempt from nonexempt information as provided for in *Section 14 of the Freedom of Information Act*. This fee is being charged because the failure to do so would result in unreasonably high costs to the township.

Hourly labor rate \$ \_\_\_\_\_ x Number of hours \_\_\_\_\_ = \$ \_\_\_\_\_

IV. Total Charges: = \$ \_\_\_\_\_

Signature: \_\_\_\_\_