

**BLOOMFIELD TOWNSHIP  
PROVISIONS FOR COPYING PUBLIC RECORDS**

1. All Freedom of Information Act (FOIA) requests submitted pursuant to Act No. 442 of the Public Acts of 1976, as amended, may be subject to fees and charges based on the actual cost of locating, handling and copying. Postage may also be charged as applicable and shall include exact postage as well as the cost for envelopes or other containers of the public records requested.
2. A fee of \$1.00 per page will be charged for copying a public record. A labor fee may be charged for the cost of the search, examination, and review of a public record, and the deletion and separation of exempt from nonexempt information (Section 14, MCL 15.234 (1); MSA 4.1801(4) (1). If necessary, the labor fee will be calculated by determining the hourly wage of the lowest paid public body employee capable of retrieving the information necessary to comply with the request.
3. A fee shall not be charged for the cost of the search, examination review, and the deletion and separation of exempt from nonexempt information as provided in Section 14 unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of these unreasonably high costs. MCL 15.234(3); MSA 4.1801(4)(3).
4. Fees may be reduced or waived if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. MCL 15.234(1); MSA 4.1801(4) (1).
5. Fees will be assessed for copies of oversized documents or audio materials that require off-site duplication. If an employee of the public body is required to deliver and/or pick up the public records, the labor hours and mileage (at Township rates) will be assessed.
6. Where total fees and charges are reasonably anticipated to exceed \$50.00, the Township is further authorized to require that fifty percent of the estimated fees and charges be paid in advance of the performance of the work as authorized by the Act (15.234, (4)(1). The balance must be paid prior to the release of the public record copies.
7. For the cost of regularly published public records, the Township may require an escrow deposit of \$50.00. The Township will charge against the escrow for the cost of copying and postage. There will be no labor charges since this is a public record that is routinely developed. The FOIA Coordinator will maintain a record of the number of copies and costs for mailing. When the escrow account is reduced to \$10.00 or less prior to the expiration of the request, the FOIA Coordinator will contact the person for an additional deposit or termination of the request.
8. For information transmitted via email or fax, copy charges and labor costs are subject to fee determinations in Item 2 above.
9. Copyrighted materials are subject to review by the FOIA Coordinator and Township attorney.

This document identifies the procedures that Bloomfield Township employees must follow when processing a request in accordance with Act No. 442 of the Public Acts of 1976, as amended. A summary of Michigan's FOIA can be found online @ [http://www.michigan.gov/ag/0,1607,07-164-17337\\_18160-51242--,00.html](http://www.michigan.gov/ag/0,1607,07-164-17337_18160-51242--,00.html). Adopted by the Board of Trustees, February 13, 2006.



**REQUEST FOR PUBLIC RECORD**

Freedom of Information Act, Authority: MCL 15.231, et seq.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Requestor's Name: \_\_\_\_\_  
(LAST) (FIRST) (M.I.) (CO. Represented)

Requestor's Address: \_\_\_\_\_  
(STREET) (CITY/STATE) (ZIP CODE)

Requestor's Phone No: \_\_\_\_\_  
(AREA CODE/PHONE NUMBER YOU CAN BE REACHED MONDAY THROUGH FRIDAY, 8:00 A.M. TO 4:30 P.M.)

Requestor's Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SPECIFIC INFORMATION REQUESTED**

If the request is unclear, it could prevent the Township from providing the information

Address, Parcel, Permit, Case or File Number *(if known)*: \_\_\_\_\_

Date(s) of Occurrence: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident(s): \_\_\_\_\_

Requested Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***For Township Use Only:***

Date filed: \_\_\_\_\_ Accepted by: \_\_\_\_\_

5-day Response Date: \_\_\_\_\_ 10-day Response Date: \_\_\_\_\_ (If applicable)

***For Law Enforcement Use Only:***

\_\_\_\_\_ Open \_\_\_\_\_ Closed  
\_\_\_\_\_ D-Card \_\_\_\_\_ Arrest(s) Made \_\_\_\_\_ Juvenile(s) Involved  
\_\_\_\_\_ No Record Found Investigator Assigned: \_\_\_\_\_  
\_\_\_\_\_ Destroyed in Accordance with Retention Schedule

Received by: \_\_\_\_\_ Date: \_\_\_\_\_