

**FREEDOM OF INFORMATION REQUEST**

Date	
Name of Requester	
Address	
Telephone	
Public Records Requested	

Request Received By	
Date	
Request Forwarded to	
Requested Completed	
Signature	

**Duplication**

- A. Copies: \$0.25 cost per page x \_\_\_\_\_ pages = \$\_\_\_\_\_
- B. Computer Disks \$1.00 per Disk x \_\_\_\_\_ disks = \$\_\_\_\_\_
- C. Envelopes: \$0.25 per envelope x \_\_\_\_\_ envelopes = \$\_\_\_\_\_

**Mailing**

- A. Postage: \$0.37 per stamp x \_\_\_\_\_ stamps = \$\_\_\_\_\_
- B. Postage: Per Postmaster = \$\_\_\_\_\_

**Hourly Wage**

- Minimum Wages will be used:  
\_\_\_\_\_ hours @ \$5.15 per hour = \$\_\_\_\_\_
- Mileage \_\_\_\_\_ miles @ \$0.38/mile = \$\_\_\_\_\_

**Total for Request**      \$\_\_\_\_\_

**Deposit**

If the anticipated charges for a requested record will exceed \$50.00, a good faith deposit of one-half of the total anticipated charges shall be required.

**Waiver of Fees**

If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee.

In accordance with the Michigan Freedom of Information Act (PA 442 of 1976, as amended) Thompson Township will reply to a request for a public record as soon as practical, but not more than five (5) business days after receiving a request. However, under certain circumstances, Thompson Township will notify the requester in writing and extend the time limit by ten (10) days.

