

FREEDOM OF INFORMATION ACT WORKSHEET

Except for labor costs, if any, no fee will be charged to simply inspect a public record. The fees and costs outlined below are being provided in response to your written request for a copy of public record as outlined in the Township of Stockbridge Freedom of Information Act Policy.

DATE THE FOIA REQUEST WAS RECEIVED: _____

PUBLIC RECORD(S) REQUESTED: _____

1. TOTAL COPYING COSTS AS ITEMIZED BELOW: \$ _____

[] Township-owned copier

[] Commercial Copier Vendor or Facility Used: _____

Cost per copy \$.30 X Number of copies _____

Cost per computer disk X Number of disks _____

Cost per label X Number of labels _____

Cost per X Number of _____

2. TOTAL MAILING COSTS AS ITEMIZED BELOW:

Cost of envelopes or other mailing device: \$ _____

Postage costs: \$ _____

3. ESTIMATED LABOR COSTS AS ITEMIZED BELOW: \$ _____

Due to the nature of this request, a labor fee is being charged for the research, examination, review and (if applicable) the deletion and separation of exempt from nonexempt information as provided in the Township of Stockbridge FOIA Policy. This fee is being charged due to unreasonably high costs to Township because of:

Estimated Labor Hours _____ X \$ 10.00 = _____

TOTAL COSTS OF ITEMS 1 THROUGH 3 ABOVE = _____

(Where Estimated Total Costs Exceed \$50.00)

I, _____, am requesting copies under FOIA. Based on the Township of Stockbridge's approved FOIA Policy, I am submitting 50% of the estimated TOTAL COSTS as required, and confirm that the balance of the fees incurred will be paid before the public records are released to me. It is my understanding that the public record(s) I have requested shall be available, unless otherwise exempted, within five business days of the Township's receipt of this confirmation.

Signature: _____

Dated: _____