



## Request for Disclosure of Public Record

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

### Freedom of Information Act (FOIA) Request & Fee Form (MCL 15.231 et seq.)

#### Section 1 – Requester Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone/Email: \_\_\_\_\_

#### Section 2 – Records Requested

(Please describe the public records you are requesting. Be as specific as possible. Attach extra pages if needed.)

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**Note on Requests:** FOIA applies to existing public records maintained by the Village. The Village is not required to create new records, answer questions, or provide legal advice. Some records may be exempt from disclosure under the Michigan FOIA.

#### Section 3 – Fees (per Michigan FOIA)

The Village may charge the **actual cost** of responding to your request, as allowed by law.

##### Allowed Charges:

- **Labor (lowest paid capable employee)** – for searching, locating, examining, and separating exempt from non-exempt material (15-minute increments).
- **Copies** – \$0.10 per page (B&W or color, letter or legal size).
- **Non-paper media** (USB drive, CD, DVD) – actual cost.
- **Mailing costs** – actual cost using least expensive method.
- **Outside vendor** – only if Village staff cannot perform necessary separation/redaction, at the lowest contracted rate.

##### Not Allowed to be Charged:

- Attorney time for review or deciding what is exempt.
- Overhead or administrative costs.

- Preparing or writing the FOIA response letter.

**Section 4 – Deposit**

- If the estimated cost is more than **\$50**, the Village may require a **deposit of up to 50%** before processing.
- If you have an unpaid prior FOIA balance, full payment may be required before processing.

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

Please return it to:

Village of Webberville  
jkuch@webbvill.com  
115 S. Main St  
Po Box 389  
Webberville, MI 48892  
(517) 521-3984

**For Office Use Only:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

\_\_\_\_ Mail    \_\_\_\_ Email    \_\_\_\_ Counter

**EST Cost:**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
Labor (search/exam/redact)	____ hrs @ \$____/hr	\$ _____
Copies (____ pages @ \$0.10)		\$ _____
Media (USB/CD/etc.)		\$ _____
Mailing		\$ _____
Vendor (if applicable)		\$ _____
<b>Total Estimated Cost</b>		<b>\$ _____</b>

Estimated date & time for pick up: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

\_\_\_\_ Check    \_\_\_\_ Cash    \_\_\_\_ Money Order    \_\_\_\_ Other

Final Cost of F.O.I.A: \_\_\_\_\_

Filled By: \_\_\_\_\_

Date Request Filled: \_\_\_\_\_

Request Material Picked up by: \_\_\_\_\_

I verify that the information listed as filled is what has been paid for and picked up by:

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

List of items the Village has provided (If more room is needed add on the back of this sheet):

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