

Procedure for requesting public information

Per the Township Administrative Policy adopted April 14, 2008

11. Access to Public Information. It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

11.1. Request for Information. Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (Appendix B) detailing the information requested.

11.1.1 Fees for Photocopies. The following fees shall be charged persons requesting photocopies of public information from the Town and must be paid in full before receiving the photocopies:

(1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of \$12.50 per hour.

(2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.10 per page.

(3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.

(4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

11.1.2 . Prepayment of Fees. If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

Appendix B

FISH LAKE TOWNSHIP INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approval or a denial: _____.

Fees applicable to the request:

| | | Estimated Cost | Actual Cost |
|--------------|---|----------------|-------------|
| Labor | _____ x \$ _____ | _____ | _____ |
| | # Hours Hourly Rate | | |
| Photocopying | _____ x _____ | _____ | _____ |
| | Rate Hourly Rate | | |
| Mailing | _____ | _____ | _____ |
| Other Costs | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | Totals: _____ * | _____ | _____ |

Difference: _____ To be paid by requestor.
 To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.