

**LONG LAKE TOWNSHIP  
RESOLUTION ESTABLISHING  
FREEDOM OF INFORMATION ACT  
FEE SCHEDULE**

**Resolution No. 06-14/15-15**

**WHEREAS**, the Michigan Freedom of Information Act (FOIA), being Act 442 of the Public Acts of 1976 as amended, authorizes the Township to charge fees for processing requests under the Act;

**WHEREAS**, the Long Lake Township Board has adopted a Resolution Re-establishing a Policy for Freedom of Information Act Requests;

**WHEREAS**, the Resolution Re-establishing a Policy for Freedom of Information Act Requests requires the Township Board to adopt by a separate resolution a schedule of fees for processing FOIA requests; and

**WHEREAS**, the Township Board desires to establish a schedule of fees for processing FOIA requests in compliance with the Act and the Policy by the adoption of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Long Lake Township Board hereby establishes the following FOIA fee schedule:

**LONG LAKE TOWNSHIP  
FREEDOM OF INFORMATION ACT  
FEE SCHEDULE**

The following fees shall be charged by Long Lake Township when processing a FOIA request:

1. Public records provided without a fee: Copies of the following public records shall be provided without a fee:
  - a. The current minutes and agendas from the Township's various boards, commissions, and other bodies.
  - b. The first ten (10) copies of any public record directly pertaining to the person requesting the public record.

2. Photocopy fees: \$0.10 per letter/legal sized page and \$0.20 per 11x17 sized page, or the actual cost of reproduction, whichever is less, when using the Township's photocopy machine. There shall be a limit of one (1) copy for each public record requested.
3. Use of commercial copying service: However, when the most economical means for making copies of the requested public records is utilizing a commercial copying service, then the Township shall charge the actual costs paid by the Township to the commercial copying service for making those copies. When using a commercial copying service the Township shall also charge labor fees equal to the hourly wage of the lowest paid township employee capable of taking and retrieving the public records to and from the commercial copying service.
4. Non-paper Physical Media: The Township shall charge the actual and most reasonably economical cost for the non-paper media, such as computer disks, computer tapes or other digital or similar media.
5. Mailing fees: The Township shall charge the actual costs paid by the Township for mailing the requested public records. The Township may charge for the least expensive form of postal delivery confirmation. However, the Township shall not charge for expedited shipping or insurance unless specified by the requestor.
6. Fees for Labor Costs: The Township shall charge a fee for labor costs as specified in the Township's FOIA policy.
7. Fees for FOIA subscriptions to receive Township minutes and/or agendas: The Township shall charge a fee of \$10 every six months to individuals who have filed a FOIA subscription to receive current Township minutes and/or agendas to cover the costs of mailings.
8. Reduced fee: As provided in the Township's Policy for Freedom of Information Act Requests, a public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request to an individual who is entitled to information under the FOIA and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the

cost because of indigence. For purposes of this subsection, the criteria for indigence shall be the federal poverty income guidelines, which are updated annually by the federal government. In addition, the FOIA Coordinator shall discount the first \$20.00 of the processing fee for a request from a nonprofit organization that meets the requirements specified in the Township's FOIA policy.

9. Good faith deposit: As provided in the Township's Policy for Freedom of Information Act Requests, if the fee will exceed \$50.00, the FOIA Coordinator may require the person requesting the public records or series of public records to pay at the time the request is made a good faith deposit in an amount not to exceed ½ the total fee. In addition, a good faith deposit may be required when the requestor has not paid for prior public records as specified in the Township's FOIA policy.
10. Payment requirement: All required fees shall be paid before the public records are mailed or otherwise provided.
11. Publication of notice: A written notice informing the public of the availability of this FOIA fee schedule shall be posted in a conspicuous location at the township offices.
12. Effective date: This fee schedule shall become effective the day following its adoption by the Township Board.

TOWNSHIP OF LONG LAKE

By: Karen Rosa  
Karen Rosa, Supervisor

By: Carol Hoffman  
Carol Hoffman, Clerk

## EXHIBIT A

### Public Records Exempt from Disclosure under the Freedom of Information Act

- (a) Information of a personal nature if public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- (b) Investigating records compiled for law enforcement purposes, but only to the extent that disclosure as a public record would do any of the following:
  - (i) Interfere with law enforcement proceedings.
  - (ii) Deprive a person of the right to a fair trial or impartial administrative adjudication.
  - (iii) Constitute an unwarranted invasion of personal privacy.
  - (iv) Disclose the identity of a confidential source, or if the record is compiled by a law enforcement agency in the course of a criminal investigation, disclose confidential information furnished only by a confidential source.
  - (v) Disclose law enforcement investigative techniques or procedures.
  - (vi) Endanger the life or physical safety of law enforcement personnel.
- (c) A public record that if disclosed would prejudice a public body's ability to maintain the physical security of custodial or penal institutions occupied by persons arrested or convicted of a crime or admitted because of a mental disability, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- (d) Records or information specifically described and exempted from disclosure by statute.
- (e) A public record that is furnished by the public body to a public officer in connection with the performance of the duties of that public officer, if the considerations originally giving rise to the exempt nature of the public record remain applicable.
- (f) Trade secrets or commercial or financial information voluntarily provided to an agency for use in developing policy if:
  - (i) The information is submitted upon a promise of confidentiality by the public body.

- (ii) The promise of confidentiality is authorized by the township board at the time the promise is made.
  - (iii) A description of the information is recorded by the public body within a reasonable time after it has been submitted, maintained in a central place within the public body, and made available to a person upon request. This subdivision does not apply to information submitted as a condition of receiving a contract, license, or other benefit.
- (g) Information or records subject to the attorney-client privilege.
- (h) Information or records subject to the physician-patient privilege, the psychologist-patient privilege, the minister, priest, or Christian Science practitioner privilege, or other privilege recognized by statute or court rule.
- (i) A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired.
- (j) Appraisals of real property to be acquired by the public body until either of the following occurs:
  - (i) An agreement is entered into.
  - (ii) Three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- (k) Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- (l) Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
- (m) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. This exemption does not apply unless the public body shows that in the particular instance the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure.

- (n) Records of law enforcement communication codes, or plans for deployment of law enforcement personnel, that if disclosed would prejudice a public body's ability to protect the public safety unless the public interest in disclosure under this act outweighs the public interest in nondisclosure in the particular instance.
- (o) Testing data developed by a public body in determining whether bidders' products meet the specifications for purchase of those products by the public body, if disclosure of the data would reveal that only 1 bidder has met the specifications. This subdivision does not apply after 1 year has elapsed from the time the public body completes the testing.
- (p) Unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:
  - (i) Identify or provide a means of identifying an informant.
  - (ii) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plain clothes officer as a law enforcement officer or agent.
  - (iii) Disclose the personal address or telephone number of active or retired law enforcement officers or agents or a special skill that they may have.
  - (iv) Disclose the name, address, or telephone numbers of family members, relatives, children, or parents of active or retired law enforcement officers or agents.
  - (v) Disclose operational instructions for law enforcement officers or agents.
  - (vi) Reveal the contents of staff manuals provided for law enforcement officers or agents.
  - (vii) Endanger the life or safety of law enforcement officers or agents or their families, relatives, children, parents, or those who furnish information to law enforcement departments or agencies.
  - (viii) Identify or provide a means of identifying a person as a law enforcement officer, agent, or informant.
  - (ix) Disclose personnel records of law enforcement agencies.
  - (x) Identify or provide a means of identifying residences that law enforcement agencies are requested to check in the absence of their owners or tenants.

- (q) Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
- (r) Records or information relating to a civil action in which the requesting party and the public body are parties.
- (s) Information or records that would disclose the social security number of an individual.
- (t) Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance.

**LONG LAKE TOWNSHIP**  
**RESOLUTION RE-ESTABLISHING POLICY FOR**  
**FREEDOM OF INFORMATION ACT REQUESTS**

**Resolution No. 06-14/15-14**

**WHEREAS**, the Michigan Freedom of Information Act (FOIA), being Act 442 of the Public Acts of 1976 as amended, establishes the public policy of the State of Michigan that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding governmental decision-making consistent with the requirements of the Act; and

**WHEREAS**, the Long Lake Township Board desires to re-establish a policy relating to requests for public records, including the township assessing records, under the provisions of the FOIA so that those requests can be promptly and efficiently processed consistent with the requirements of the Act and other applicable statutes;

**NOW, THEREFORE, BE IT RESOLVED** that the Long Lake Township Board hereby re-establishes the following policy for FOIA requests, which shall read in its entirety as follows:

**POLICY FOR FREEDOM OF INFORMATION ACT REQUESTS**

Section 1. Definitions.

- (a) "FOIA coordinator" means the individual designated under this policy.
- (b) "Person" means an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.
- (c) "Public body" means Long Lake Township, or a board, department, commission, council, or agency thereof.
- (d) "Public record" means a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Public record does not include computer software.
- (e) "Unusual circumstances" means any 1 or a combination of the following, but only to the extent necessary for the proper processing of a request:

- (i) The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request.
- (ii) The need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.
- (f) "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, or other means of recording or retaining meaningful content.
- (g) "Written request" means a writing that asks for information, and includes a writing transmitted by facsimile, electronic mail, or other electronic means.

Section 2. Designation of FOIA Coordinator; Duties.

- (a) The Long Lake Township Board hereby designates the township's Administrative Assistant as the Long Lake Township FOIA Coordinator. The FOIA Coordinator may designate other individuals to act on his or her behalf in accepting in processing requests for public records.
- (b) The FOIA Coordinator shall be responsible for accepting and processing requests for public records under the FOIA and shall be responsible for approving denials under the FOIA.
- (c) The FOIA Coordinator shall review the township's spam and junk email folders on a regular basis, which shall be no less than monthly, to help ensure that requests for public records are processed in a timely manner.
- (d) The FOIA Coordinator shall make this policy and a written summary of this policy available to the public without charge in response to a written request and upon request by visitors at the township offices.
- (e) The FOIA Coordinator shall ensure that this policy and a written summary of this policy shall be maintained on the township's website at: WWW.LONGLAKE TOWNSHIP.COM so a link to this policy and the public summary of this policy can be provided in lieu of providing paper copies of those documents.
- (f) The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

- (g) The FOIA Coordinator shall keep a copy of all written requests for public records on file for no less than one (1) year.

Section 3. Requests for Public Records.

- (a) Except as provided in this subsection, all requests for public records shall be in writing. Requests transmitted by facsimile, electronic mail, and other electronic means shall be considered written requests and shall be deemed received on the following business day. If the FOIA Coordinator determines in the sole exercise of his or her discretion that a request for a public record is simple and limited in scope, then the FOIA Coordinator may process the request, including providing a copy of the public record, without the request being in writing. If an individual makes an oral request for a public record and the FOIA Coordinator determines that the request is not simple and limited in scope, then the FOIA Coordinator shall deliver or mail to the person making the request a written form on which the individual can formally submit his or her request.
- (b) If a Freedom of Information Act request is received by a township employee other than the FOIA Coordinator, the request shall be date-stamped and immediately forwarded to the FOIA Coordinator.
- (c) If a person makes a verbal, non-written request for a public record believed to be available on the township's website, where practicable and to the best ability of the FOIA Coordinator or employee receiving the request, the person shall be informed of the pertinent website address for the requested public record. If the request is made to an employee, that employee shall immediately notify the FOIA Coordinator of the request and the information provided.
- (d) All requests for a public record shall describe the public record in sufficient detail to enable the FOIA Coordinator to find the public record. If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this policy.
- (e) The FOIA Coordinator shall provide a requesting person a reasonable opportunity for inspection and examination of its public records, and shall furnish reasonable facilities for making memoranda or abstracts from its public records during the normal business hours. However, in the event that the FOIA

Coordinator determines that it is necessary to protect public records from loss, unauthorized alteration, mutilation, or destruction, the FOIA Coordinator may require that any inspection of the public records be conducted in the presence of the FOIA Coordinator, or other person designated by the FOIA Coordinator. The township may impose a fee for such monitoring, pursuant to Section 7 of this Policy. In addition, if the FOIA Coordinator determines that personal inspection of records by a requesting person will cause excessive and unreasonable interference with the discharge of the functions of the various township departments and agencies, the FOIA Coordinator may determine that only copies of the requested records will be provided and that copies will be prepared in the normal course of business and during normal business hours by township employees.

- (f) A person may subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. Such a subscription shall be valid for six (6) months, unless renewed. When a public record covered by a subscription is created, the FOIA Coordinator shall deliver or mail a copy of the public record to the person holding the subscription at the address provided for that purpose.
- (g) Public records, including township assessing records, are available for inspection during the township's customary business hours, which are 8:00 a.m. to 5:30 p.m., Tuesday through Friday, with the exception of holidays the township offices are closed. Members of the public who desire to inspect public records or to obtain copies of those public records outside of the above business hours may contact the FOIA Coordinator through the township website (by email) for the purpose of scheduling an appointment for such an inspection or to arrange to obtain such copies. The FOIA Coordinator will then contact that individual during the township's customary business hours to schedule the actual appointment.
- (h) A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator shall therefore deny all such requests on that basis.

#### Section 4. Time Limitations in which to Respond to Request.

Unless the person making the request agrees in writing to a different time period, the FOIA Coordinator shall respond to the request for a public record within five (5) business days after receiving the request. For written requests made by facsimile, electronic mail, or other electronic transmission, the date of receipt of the request is the

day after the electronic transmission is made. The FOIA Coordinator shall respond to the request for a public record by doing one (1) of the following:

- (a) Granting the request.
- (b) Issuing a written notice to the requesting person denying the request.
- (c) Granting the request in part and issuing a written notice to the requesting person denying the request in part.
- (d) Issuing a notice extending for not more than ten (10) business days the period during which the FOIA Coordinator will respond to the request. The FOIA Coordinator shall not issue more than one (1) notice of extension for a particular request. Any such notice of extension shall specify the reasons for the extension and the date by which the FOIA Coordinator shall respond to the request in the manner provided in (a) - (c) above, which shall be no more than fifteen (15) days from the date the request was received..
- (e) Issuing a written notice indicating that the public record requested is available at no charge on the township's website.

Section 5. Procedures when Request is Granted.

- (a) If the request is granted, or granted in part, the FOIA Coordinator shall require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.
- (b) The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.
- (c) Except as provided herein, a copy of this policy and a summary of this policy shall be provided to the requestor free of charge in response to a written request for the policy. Provided, however, that if this policy and a summary of this policy are maintained on the township's website at: [WWW.LONGLAKE TOWNSHIP.COM](http://WWW.LONGLAKE TOWNSHIP.COM), a link to this policy and a summary of this policy shall be provided in lieu of providing paper copies of these documents.
- (d) If the cost of processing a FOIA request is \$50 or less, the requester shall be notified of the amount due and where the documents can be obtained.
- (e) If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the FOIA Coordinator shall require a good-faith deposit pursuant to Section 9(b) of this policy before processing the request.

- (f) In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the township to process the request and also provide a best efforts estimate of a time frame it will take the FOIA Coordinator to provide the records to the requestor. The best efforts estimate shall not be binding on the township, but shall be made in good faith and shall strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

Section 6. Records Exempt from Disclosure.

Pursuant to the FOIA the public records specified in Exhibit A, attached hereto and incorporated herein by reference, shall be exempt from disclosure.

Section 7. Denial of Requests for Public Records.

A request for public records shall be denied only if the public record is exempt from disclosure under the Freedom of Information Act, and the procedures of this section are followed. Before denying, in whole or in part, a request for a public record, the FOIA Coordinator shall consult with the township attorney. The FOIA Coordinator shall provide the township attorney with whatever information (including a copy of the requested public record) he or she deems necessary to determine whether legal grounds exist to deny, in whole or in part, the request for that public record. If the FOIA Coordinator desires to deny the request, in whole or in part, and the township attorney concludes that legal grounds exist to support that denial, then the FOIA Coordinator shall issue a written notice denying the request for the public record. The written denial notice shall contain the following:

- (a) An explanation of the basis under the FOIA or any other statute for the determination that the public record, or a portion of the public record, is exempt from disclosure, if that is the reason for the denial.
- (b) A certificate that the public record does not exist under the name given by or as described by the person making the request or by any other name or description reasonably known to the FOIA Coordinator, if that is the reason for the denial.
- (c) If a separation or deletion is made, a description of the public record or information on the public record that is exempt from disclosure and separated or deleted from the disclosed public record as required by the FOIA, unless that

description would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

- (d) A full explanation of the requesting person's right to do either of the following:
  - (1) File a written appeal with the Long Lake Township Supervisor, which appeal shall include the word "appeal" in a prominent place on the front page and shall identify the reason or reasons the FOIA Coordinator's denial decision should be reversed.
  - (2) File a lawsuit in circuit court within 180 days after the final decision denying the request which seeks to compel the FOIA Coordinator to disclose the public record requested.
- (e) A notice of the right to receive in a circuit court lawsuit reasonable attorneys' fees, costs, and disbursements if the circuit court determines that the township has not complied with the FOIA and orders disclosure of all or a portion of the public record requested and of the right to receive compensatory damages and \$1,000.00 in punitive damages if the circuit court determines that the township has arbitrarily and capriciously violated the FOIA.

#### Section 8. Administrative Appeals.

- (a) If the FOIA Coordinator makes a determination to deny all or a portion of a request, the requesting person may submit a written appeal to the Long Lake Township Supervisor, who is hereby designated the township official vested with authority to hear and decide appeals from decisions by the FOIA Coordinator denying requests for public records under the FOIA. Any appeal of the FOIA Coordinator's decision denying a request for a public record must be filed in writing with the Township Clerk, must state the word "appeal" in a prominent place on the first page of the documents filed, and must identify the reason or reasons the FOIA Coordinator's denial decision should be reversed. The Township FOIA Appeal Form may be used.
- (b) Within ten (10) days after receiving a written appeal, the Township Supervisor shall do one (1) of the following:
  - (1) Reverse the disclosure denial.
  - (2) Issue a written notice to the person making the disclosure request upholding the disclosure denial.
  - (3) Reverse the disclosure denial in part and issue a written notice to the person making the disclosure request upholding the disclosure denial in part.
  - (4) Under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the Township Supervisor

will respond to the written appeal. The Township Supervisor shall not issue more than one (1) notice of extension for a particular written appeal.

- (c) In deciding an appeal the Township Supervisor shall consider the disclosure request without regard to the FOIA Coordinator's decision and shall determine whether the requested public record should be disclosed, in whole or in part, or whether the public record, in whole or in part, is exempt from disclosure under the FOIA.
- (d) If the Township Supervisor fails to respond to a written appeal or upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing an action in circuit court within 180 days after the Township Supervisor's final determination to deny the request.
- (e) Whether or not a requestor submitted an appeal of a denial to the Township Supervisor, he or she may file a civil action in the Circuit Court within 180 days after the township's final determination to deny the request.
- (f) If a court that determines a public record is not exempt from disclosure, it shall order the township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.
- (g) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.
- (h) If the court determines that the township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9. Fees.

- (a) The Long Lake Township Board shall adopt by separate resolution a schedule of fees to be charged in connection with a request to inspect (including any required monitoring), copy, or receive copies of a public record under the FOIA.
- (b) Good-faith Fee Deposits
  - (i) If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor shall be asked to provide a deposit not exceeding one-half of the total estimated fee.
  - (ii) If a request for public records is from a person who has not paid the township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator shall require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:
    - (1) The final fee for the prior written request is not more than 105% of the estimated fee.
    - (2) The public records made available contained the information sought in the prior written request and remain in the township's possession.
    - (3) The public records were made available to the individual, subject to payment, within the time frame estimated by the township to provide the records.
    - (4) Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing.
    - (5) The individual is unable to show proof of prior payment to the township.
    - (6) The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.
  - (iii) The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:
    - (1) The person making the request is able to show proof of prior payment in full to the township.
    - (2) The township is subsequently paid in full for the applicable prior written request.

- (3) Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the township.
- (b) Calculation of Fees. The following costs may be included when calculating the fees associated with processing a FOIA request:
  - (i) Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
  - (ii) Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the township.
  - (iii) Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the township.
  - (iv) The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
  - (v) The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
  - (vi) The cost to mail or send a public record to a requestor.
- (c) Unreasonably High Costs.
  - (i) Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township's usual FOIA requests, not compared to the township's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)
  - (ii) The following factors shall be used to determine an unreasonably high cost to the township:
    - (1) The volume of the public record requested.
    - (2) The amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.

- (3) Whether the public records are from more than one township department or whether various township offices are necessary to respond to the request.
  - (4) The available staffing to respond to the request.
  - (5) Any other similar factors identified by the FOIA Coordinator in responding to the particular request.
- (d) Labor Costs. When calculating labor costs for the purpose of the FOIA fee these labor costs shall be based on all of the following requirements:
- (i) All labor costs shall be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there shall be no charge for labor costs.
  - (ii) Labor costs shall be charged at the hourly wage of the lowest-paid township employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
  - (iii) Labor costs shall also include a charge to cover or partially cover the cost of fringe benefits.
  - (iv) The township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
  - (v) Overtime wages shall not be included in labor costs unless agreed to by the requestor; overtime costs shall also not be used to calculate the fringe benefit cost.
  - (vi) Contracted labor costs shall be charged at an hourly rate equal to six (6) times the state minimum hourly wage.
- (e) Costs Associated with Non-paper Physical Media. When an individual requests that the public records be provided on a non-paper physical media, the following requirements shall be met and the following costs shall be included when establishing the FOIA fee:
- (i) Computer disks, computer tapes or other digital or similar media shall be at the actual and most reasonably economical cost for the non-paper media.
  - (ii) This cost shall only be assessed if the township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
  - (iii) The township shall procure any non-paper media and shall not accept media from the requestor in order to ensure integrity of the township's technology infrastructure.

- (f) Costs of Providing paper Copies. The cost to provide paper copies of public records shall be based on the following requirements:
  - (i) Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper shall not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper shall reflect the actual cost of reproduction.
  - (ii) The township shall provide copies of public records using double-sided printing, if it is cost-saving and available.
  - (iii) The cost to mail public records to a requestor shall be based on the following requirements:
    - (1) The actual cost to mail public records using a reasonably economical and justified means.
    - (2) The township may charge for the least expensive form of postal delivery confirmation.
    - (3) No cost shall be made for expedited shipping or insurance unless specified by the requestor.
- (g) Reduced Fee for Failure to Respond to the FOIA Request Timely. If the FOIA Coordinator does not respond to a written FOIA request in a timely manner, the Township shall:
  - (i) Reduce the labor costs by 5% for each day the township exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
    - (1) The township's late response was willful and intentional.
    - (2) The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment.
    - (3) The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
  - (ii) Fully note the charge reduction in the Detailed Itemization of Costs Form.
- (h) Waiver of FOIA Fees. The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify

specific records or types of records it deems should be made available for no charge or at a reduced cost.

(i) Discounted FOIA Fees.

(a) Indigence.

- (1) The FOIA Coordinator shall discount the first \$20.00 of the FOIA fee if the person requesting a public record submits an affidavit stating that they are one (1) of the following:
  - (A) Indigent and receiving specific public assistance.
  - (B) If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.
- (2) An individual is not eligible to receive the discounted fee any of the following apply:
  - (A) The requestor has previously received discounted copies of public records from the township twice during the calendar year.
  - (B) The individual requests information in connection with other persons who are offering or providing payment to make the request.
- (3) The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

(b) Nonprofit organization advocating for developmentally disabled or mentally ill individuals. The FOIA Coordinator shall discount the first \$20.00 of the processing fee for a request from a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- (1) It is made directly on behalf of the organization or its clients.
- (2) It is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- (3) It is accompanied by documentation of its designation by the state, if requested by the FOIA Coordinator.

(j) FOIA Fees Not Applicable for Sale of Public Records. The fees authorized by this section shall not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise

specifically provided by a state statute or by separate resolution or ordinance of the township.

Section 10. Appeal of Excessive Fee Decision.

- (a) If a requestor believes that the fee charged by the township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Supervisor by submitting a written appeal for a fee reduction to the Township Clerk.
- (b) The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.
- (c) Within 10 business days after receiving the appeal, the Township Supervisor will respond in writing by doing one of the following:
  - (i) Waiving the fee.
  - (ii) Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee.
  - (iii) Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee.
  - (iv) Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Supervisor will respond to the written appeal. The Township Supervisor shall not issue more than 1 notice of extension for a particular written appeal.
- (e) Where the Township Supervisor reduces or upholds the fee, the determination must include a certification from the Township Supervisor that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available FOIA policy and Section 4 of the FOIA.
- (f) Within 45 days after receiving notice of the Township Supervisor's determination of an appeal, the requesting person may commence a civil action in the County Circuit Court for a fee reduction.
- (g) If a civil action is commenced against the township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.
- (h) An action shall not be filed in circuit court unless one of the following applies:
  - (i) The township does not provide for appeals of fees.
  - (ii) The Township Supervisor failed to respond to a written appeal as required.
  - (iii) The Township Supervisor issued a determination to a written appeal.

- (i) If a court determines that the township required a fee that exceeds the amount permitted under this FOIA policy or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.
- (j) If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the township as damages.
- (k) If the court determines that the township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the township.

Section 11. Repeal.

All prior Freedom of Information Act Policies, whether created by resolutions or otherwise, are hereby repealed in their entirety.

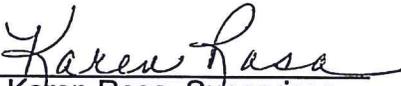
Section 12. Severability.

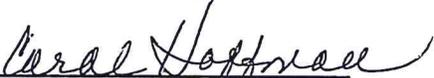
If any section, clause, or provision of this policy be declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the policy. The Township Board hereby declares that it would have passed this policy and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

Section 13. Effective Date.

This policy shall become effective July 1, 2015 or the day after this resolution is published on the township's website or posted in a conspicuous location in the township offices, whichever is later.

TOWNSHIP OF LONG LAKE

By:   
Karen Rosa, Supervisor

By:   
Carol Hoffman, Clerk