

PIERSON TOWNSHIP  
MONTCALM COUNTY, MICHIGAN

REQUEST FOR INFORMATION UNDER  
THE FREEDOM OF INFORMATION ACT (FOIA) AND AFFIRMATION OF ACCEPTANCE

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

Name of Requester: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Information Requested: (Please give as detailed a description as possible.)

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X

\_\_\_\_\_  
Signature of Requester

Information Accepted:

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X

\_\_\_\_\_  
Signature of Requester

Township Clerk: \_\_\_\_\_

X

\_\_\_\_\_  
Township Clerk

Fees (See Attached)

# PIERSON TOWNSHIP RESOLUTION

## Establishing the Fee Structure for Freedom of Information Act Requests

Resolution of the public body regarding the fee structure by the custodian of the records.

BE IT RESOLVED, that Pierson Township Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. To be used in conjunction with the Freedom of Information Act Request worksheet.

- I. Duplication
  - A. Copies \$0.10 cost per page (township-owned copier)
  - B. Copies Actual cost per page plus mileage (outside copier source)
  
- II. Mailing
  - Envelopes \$1.00 each, small Number 10 envelope
  - \$2.00 each, large Manila envelope plus the actual cost of postage
  
- III. Hourly Labor Wage \$18.55 (2026) per hour  
This must be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act.
  
- IV. Deposit  
If the anticipated charges for a requested record will exceed \$50, a good faith deposit of one-half of the total anticipated charges shall be required.
  
- V. 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 for each request.

X

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

X

\_\_\_\_\_  
FIOA Corrdinator

Date \_\_\_\_\_

We are stating below a full explanation of your rights as provided in Section 5 and other provisions of FIOA:

1. You have the right to submit to the Pierson Township Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons that you assert in support of a requested reversal of the failure of disclosure of the public records that have not been disclosed in response to your FIOA request.
2. You have the right to seek judicial review of the denial or non-disclosure of public records under Section 10 of FIOA.
3. You have the right to receive attorney fees and damages as provided in Section 10 of FIOA if, after judicial review, the circuit court determines that the Township has not complied with Section 5 of FOIA, and if the court orders disclosure of all or a portion of a public record that has not been disclosed to you by the Township.