

Village of Deckerville

2521 Black River Street

Deckerville MI 48427-9320

Phone: (810) 376-9505 or 810-376-8447 Fax: (810) 376-3445

villageofdeckerville@gmail.com

Freedom of Information Act Request Form

Costs may only be charged if a copy of a public record is requested. No fee may be charged for an individual to simply review public records.

Date request received: _____

Date of Response _____

Requester's Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

Record(s) Requested:

I. Duplication Costs:

Facility used: Village Hall

Other: _____

____ Village-owned copier

____ Commercial copier

Cost per copy _____ x Number of copies _____ = \$ _____

Cost per computer disk _____ x Number of copies _____ = \$ _____

II. Mailing Cost:

Cost per envelope _____ x Number of envelopes _____ = \$ _____

Postage costs (provide brief description) _____ = \$ _____

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above

Deliver on digital media provided by the Village at additional cost of media: _____

Note: The Village of Deckerville is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

III. Labor Costs:

Due to the nature of this request, a labor fee is being charged for the search, examination, review and (is appropriate) the deletion and separation of exempt from nonexempt information as provided in Section 14 of the Freedom of Information Act. This fee is being charged because the failure to do so would result in unreasonably high costs to the Township. Specifically:

Hourly labor rate _____ x Number of hours _____ = \$ _____

IV. Total Charges: \$ _____

Requested by: _____

Filed by: _____