



# WOODHULL TOWNSHIP HALL

Designated Historical Landmark 2016

7315 Beard Rd, Shaftsbury, MI 48882  
(517) 675-5122

## Freedom of Information Act Request Worksheet

Cost 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 was received: \_\_\_\_\_ Date of response: \_\_\_\_\_

Record(s) requested: \_\_\_\_\_

### 1. DUPLICATION COSTS:

Township-owned copier

Commercial Copier Facility used \_\_\_\_\_ .50 mileage to facility

Cost per copy .10

Cost per computer disk 1.00

Cost per tape 1.00

Cost per email 5.00 email would exceed fifteen minutes of search

### 2. BILLING COSTS:

Cost per envelope \_\_\_\_\_ X number of envelopes \_\_\_\_\_ =\$ \_\_\_\_\_

Postage costs (description) \_\_\_\_\_ =\$ \_\_\_\_\_

### 3. LABOR COSTS:

Due to the nature of this request, a labor fee is being charged for the search, examination, review and (if 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 unreasonable high costs to the township.

Specifically,

\_\_\_\_\_  
\_\_\_\_\_

Hourly labor rate \$11 X Number of hours \_\_\_\_\_ =\$ \_\_\_\_\_

4. TOTAL CHARGES =\$ \_\_\_\_\_