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## RESOLUTION ESTABLISHING THE FEE STRUCTURE FOR FREEDOM OF INFORMATION ACT

BE IT RESOLVED, that COLFAX TOWNSHIP BOARD does hereby adopt the following fee schedule for establishing the proper charge of a Freedom of Information Act request under Public Act 442 of 1976.

### 1. Duplication

#### A. Copies

Commercial Facility to be used \_\_\_\_\_  
\$ 1.50 Cost per page

Or

Township owned Copier  
\$ .25 Cost per page

#### B. Computer Disk

\$ 1.00 Cost per disk

### 2. Mailing

#### A. Envelopes

\$ .25 plus post  
\$ .30 plus post each small size  
each large size

### 3. Hourly Labor Wage

A. \$ MINIMUM WAGE AT TIME OF REQUEST

### 4. Deposit

If the anticipated charges for a requested record will exceed \$50 (fifty) dollars, a good faith deposit of one-half of the total anticipated shall be required.

### 5. Waiver of fee

If an individual submits an affidavit stating that he or she receiving public assistance or is Able to state facts showing inability to pay fees because of indigency, a copy of a public record Shall be furnished without charge for the first \$20 (twenty) of the fee for each request.

ADOPTED THIS DAY 1<sup>st</sup> OF APRIL, 2008, BY COLFAX TOWNSHIP BOARD

Jeanne Reed  
SUPERVISOR

Jay Bentz  
CLERK

TREASURER

Bertrude Barton  
TRUSTEE

Sharon Knowles  
TRUSTEE