

**Freedom of Information Act Request
Niles Charter Township**

Date request was received:

Date of response:

Record(s) requested:

1. Duplication costs:

Township-owned copier OR Commercial copier

Facility used _____

Cost per copy/scan \$.06 x Number of copies _____ = \$ _____
Double-sided \$.10 x Number of copies _____ = \$ _____
Color-Copy \$.50 x Number of copies _____ = \$ _____
Cost per computer discs \$25.00 x Number of discs _____ = \$ _____

2. Delivery Costs:

Cost per faxed page \$.25 local Number of pages _____ = \$ _____
Long Distance \$.50 per page X Number of pages _____ = \$ _____

Cost per envelope: actual cost per size = \$ _____

Postage Cost = \$ _____

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 must be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request.)

Hourly labor rate \$15.85 X Number of hours _____ = \$ _____
(Charged in 15 minute increments)

4. Total Charges = \$ _____

PLEASE NOTE: If the estimated total cost for a request exceeds \$50.00, a good faith deposit of one half of the total is required.

