



**Records Located on Website**

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges for redacting (*separating exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must, in its written response, notify the requestor that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Stipulated Request for Copies/Duplication of Records Already Available on Township Website**

I am requesting that the Township make copies of all records requested, including those already available on the Township website, and deliver them to me via the method that I have indicated above on this Form. Therefore, I hereby understand and stipulate that some additional FOIA fees may apply.

|                       |      |
|-----------------------|------|
| Requestor's Signature | Date |
|-----------------------|------|

**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1.  Labor to copy/duplicate      2.  Labor to locate      3.  Labor to redact      4.  Contract labor to redact
- 5.  Labor to copy/duplicate records already on Township's website

|                       |      |
|-----------------------|------|
| Requestor's Signature | Date |
|-----------------------|------|

**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, states facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the Township shall inform the requestor specifically of the reason for ineligibility in the Township's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the Township twice during that calendar year, or
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Township may make available an affidavit form, and may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**    Affidavit Received    Eligible for Discount    Ineligible for Discount

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| I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: | Date: |
| Requestor's Signature:   |       |

**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the State to carry out activities under subtitle C of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients,
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931, and
- (iii) Is accompanied by documentation of its designation by the State, if requested by the Township.

**Office Use:**    Documentation of State Designation Received    Eligible for Discount    Ineligible for Discount

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|--|-------|
| I affirm that I am a designated agent for the nonprofit organization authorized in making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931: | Date: |
| Requestor's Signature:   |       |