

**TUSCARORA TOWNSHIP
POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION
AND COPYING OF PUBLIC RECORDS**

1. Requests for public inspection and copying of public records must be made in writing.
2. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board.
3. If the request is for inspection of public record, the FOIA Coordinator shall respond in a timely manner, not to exceed five business days from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
4. A fee may be charged for the cost of search, examination, review, and the deletion and separation of exempt from non-exempt information if the failure to charge the fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the FOIA Coordinator identifies the nature of the unreasonably high costs to the Township.
5. A fee shall not be charged for the cost of the search, examination review, and the deletion and separation of exempt from nonexempt information as provided in Section 14 unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of these unreasonably high costs. MCL 15.234(3); MSA 4.1801(4)(3).
6. Fees may be reduced or waived if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. MCL 15.234(1); MSA 4.1801(4) (1).
7. A public record shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request from an individual who is entitled to information under the FOIA and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigence.
8. Fees will be assessed for copies of oversized documents or audio materials that require off-site duplication. If an employee of the public body is required to deliver and/or pick up the public records, the labor hours and mileage (at Township rates) will be assessed.
9. Where total fees and charges are reasonably anticipated to exceed \$50.00, the Township is further authorized to require that fifty percent of the estimated fees and charges be paid in advance of the performance of the work as authorized by the Act (15.234, (4)(1). The balance must be paid prior to the release of the public record copies.
10. For the cost of regularly published public records, the Township may require an escrow deposit of \$50.00. The Township will charge against the escrow for the cost of copying and postage. There will be no labor charges since this is a public record that is routinely developed. The FOIA Coordinator will maintain a record of the number of copies and costs for mailing. When the escrow account is reduced to \$10.00 or less prior to the expiration of the request, the FOIA Coordinator will contact the person for an additional deposit or termination of the request.
11. Returned checks: \$25.00 charge.

Adopted by the Tuscarora Township Board on March 2, 2010.