

**VILLAGE OF ARMADA
MACOMB COUNTY, MICHIGAN**

A resolution establishing a fee schedule for processing requests for public records under the Michigan Freedom of Information Act (Act)

Pursuant to subsection 4(3) of the Act, being MCL 15.234(3), the Village Council shall establish and publish procedures and guidelines to be used in calculating the fees to be charged in connection with the processing of FOIA requests.

NOW, THEREFORE, BE IT RESOLVED, that the following schedule shall replace any previously-adopted FOIA fee schedules and shall be used in calculating the fees to be charged or reimbursed in connection with the processing of FOIA requests until such time as this resolution is amended or replaced:

Labor Fees for the Search	The hourly wage of the lowest paid public body employee capable of retrieving the information necessary to comply with a request
Labor Fees for Redaction	The hourly wage of the lowest-paid employee capable of separating and deleting exempt information from nonexempt information in the particular instance (or a contractor at no more than 6 times minimum wage)
Labor Fees for Duplication	The hourly wage of the lowest-paid employee capable of necessary duplication or publication in the particular instance
Media	The actual and most reasonably economical cost of the media
Mailing	The actual cost to the Village for sending the public records in a reasonably economical and justifiable manner, including supplies. Expedited shipping or insurance cannot be charged unless specifically stipulated by the requester, but the least expensive form of postal delivery confirmation may be utilized and charged by the Village
Copies	The actual total incremental cost of necessary duplication or publication, not including labor, calculated as a total cost per sheet of paper not to exceed 10 cents per sheet of paper for copies of public records made on 8 ½ by 11 paper or 8 ½ by 14 paper. B&W: \$0.05/copy Color (if available): \$0.10/copy Different Sizes: Actual Cost Note: If the Village does not have the capability to make the requested copy, a private vendor will be utilized to duplicate the record(s) and the actual cost incurred by the Village will be charged

MOVED BY: *COENEN*

SECONDED BY: *COOPER*

AYES: *WOLAK, CLARK, BALLARD, SHALL, BUELKE*

NAYS: *NONE*

ABSENT: *NONE*

I, Michelle Poulos, Clerk of the Village of Armada, Macomb County, Michigan, do hereby certify that the above resolution is a true copy of the resolution adopted by the Village Council at a regular meeting held the 22ND day of June, 2015.