



City of Williamston

161 E. Grand River Avenue

Williamston, MI 48895

FREEDOM OF INFORMATION ACT REQUEST FORM

For Office Use Only

Received _____

Request # _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

Description of documents and/or information requested. (Describe the document(s) you are requesting as specifically as possible, including any names, places, dates and/or subject. Use back of sheet if necessary.)

I agree to pay a fee, not to exceed \$_____, incurred by the City in providing the above requested information. (The FOIA Coordinator will notify you if the cost exceeds this amount.)

Signature: _____

Date: _____

Required Reviews

	Approve Request	Deny Request	Initials
<input type="checkbox"/> City Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Police Chief	<input type="checkbox"/>	<input type="checkbox"/>	_____

Disposition

- Supplied Date: _____ Initials: _____
- Extended Date: _____ Initials: _____
- Denied Date: _____ Initials: _____

Approved by Council 11/8/2010

Freedom of Information Requests

A.	Photocopies (on site)	0.25 per page	
B.	Photocopies (off site)	Cost incurred by City plus labor* and mileage	
C.	Postage & Handling	Current rate charged by USPS	
D.	Envelopes & Containers	Cost incurred by the City	
E.	Legal Fees	Cost incurred by the City (beyond initial review & approval)	
F.	Monitoring	Cost of labor*	
G.	File Searches	Cost of labor*	

*Labor is defined as current hourly rate of lowest paid employee capable of performing the task (including 45% of hourly rate to account for fringe benefits) calculated in increments no smaller than 1/10 of an hour.
