

Date Received:

TOWNSHIP OF CLAY

St. Clair County, Michigan

FOIA Coordinator

4710 Pointe Tremble Rd., Clay Township, Michigan 48001

810 794-9303 clerk@claytownship.org

FOIA REQUEST FOR PUBLIC RECORDS

Michigan Freedom of Information, Public Act 442 of 1976, MCL 15.231' et seq.

Request to: Receive Copy Inspect Record Subscribe to record issued on regular basis
Delivery Method (Upon payment of balance due) Pick up records in person Mail to address below

(Please print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip
Public Record requested:		

Duplication Cost:

Cost per page: Township copier: .__	Number of pages ____	Cost ____
Cost per page: Commercial copier: __	Number of pages ____	Cost ____
Cost per disk: ____	Number of disks ____	Cost ____
Cost per Audio tape: ____	Number of tapes ____	Cost ____
Cost per Video tape: ____	Number of tapes ____	Cost ____
Cost per DVD: ____	Number of DVDs ____	Cost ____

Mailing cost:

Cost per envelope: ____	Number of envelopes ____	Cost ____
Postage (Current postal fee)		Cost ____

Fax cost:

Cost per sheet: ____	Number of sheets ____	Cost ____
Number of envelopes		

Labor Cost:

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 4.1801 (13 & 14) of the Freedom of Information Act. The hourly labor is based on the hourly rate of the lowest paid employee capable of retrieving the information necessary to comply with this request.

Note: If estimated cost exceeds \$50.00 a Good faith deposit of 50% shall be required

Number of hours: ____	Hourly rate: \$ ____	Cost: \$ ____
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BALANCE DUE \$ _____

Note: If proof or affidavit of indigency is submitted, the first \$20.00 shall be waived