



CITY OF SALINE
FREEDOM OF INFORMATION ACT
(FOIA) REQUEST FORM

Please use this form to request inspection or copies of City records under the Michigan Freedom of Information Act (FOIA) in order to enable the City to fully comply with your request for information.

Requests must be completed and delivered or mailed to the Saline Police Department, 100 North Harris Street, Saline, Michigan 48176-1642, or faxed to (734)429-8307. Please allow five working days to process all requests. The Saline Police Department will call you when your request is complete and ready to be picked up. Requests can be emailed or faxed upon receipt of payment.

Date Requested _____ Daytime Phone Number _____

Name _____

Address _____
Street City State Zip

Please describe the information you are requesting, as specifically as possible, to enable the City to locate the information and minimize costs, if any, that you may be required to pay.

Police Report # _____

Four horizontal lines for describing the requested information.

You will be exempt for the first \$20 of fees if you provide an affidavit that you are currently receiving public assistance or stating facts that show you are unable to pay due to indigence. Affidavit submitted: [] Yes [] No

I, the requester, am not requesting documents related to any civil action against the City in which I am a party, or by the City against me, and I am not acting on behalf of such a party involving the records I am requesting at this time. I agree to pay all allowable fees.

Signature

OFFICE USE ONLY Date Received: _____ Employee Name: _____

FOIA COSTS

SCHEDULE OF CHARGES FOR FREEDOM OF INFORMATION ACT REQUESTS

The cost for copying records using normal photocopy machines, including paper cost, machine cost, toner cost, and drum maintenance, but not including labor cost:

Copies

8½ x 11 and 8½ x 14 page	\$0.05 each (black and white)
	\$0.10 each (color)

Reproduction Media

DVD-R	\$.90 per disk
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USB Flash Drive 8mg	\$10.00 per flash drive
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Other

Envelope (other than letter size)	\$1.00
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Mailing of Documents	Actual postage cost
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Labor for FOIA Requests

Labor cost, including fringe benefits, of the lowest paid employee capable of retrieving information necessary to comply with the request will be charged. Pursuant to Section 4(3) of FOIA, a fee will be charged for processing a request that requires more than one quarter hour of time for the duplication (copying), mailing, search, retrieval, examination, review and separation and deletion of exempt from non-exempt material, or any part thereof. In compliance with Section 3(3) of FOIA, which requires the public body to protect public records, labor costs for monitoring any inspection of original records will be calculated using the hourly wage plus fringe benefits of the lowest paid available employee.

Charges may be amended by City Council at any time and included in the City of Saline Feebook.