

Gerrish Township
2997 E. Higgins Lake Drive
Roscommon, MI 48653
989-821-9313 (telephone) / 989-821-8627 (fax)

FREEDOM OF INFORMATION ACT
REQUEST WORKSHEET

Name: _____ Phone Number: _____

Address: _____

Signature: _____

Date request was received: _____ Date of response: _____

Records requested: _____

Duplication costs:

15 cents per copy x number of copies (letter - 1 sided)	.15 x _____ = \$ _____
20 cents per copy x number of copies (letter - 2 sided)	.20 x _____ = \$ _____
25 cents per copy x number of copies (legal - 1 sided)	.25 x _____ = \$ _____
30 cents per copy x number of copies (legal - 2 sided)	.30 x _____ = \$ _____
50 cents Assessor worksheet/deed/survey	.50 x _____ = \$ _____
\$1.00 Assessor card/fax (per page)	1.00 x _____ = \$ _____
75 cents Subdivision plat map/11' x 17')	.75 x _____ = \$ _____
\$65.00 Subdivision maps (set)	65.00 x _____ = \$ _____
\$10.00 per disk/cassette x number of disks	10.00 x _____ = \$ _____
\$11.00 Land Use	11.00 x _____ = \$ _____
\$20.00 Zoning Ordinance	20.00 x _____ = \$ _____
\$2.25 per sheet of labels x number of labels	2.25 x _____ = \$ _____
\$ _____ per envelope	_____ \$ _____
Hourly labor rate x number of hours	\$ _____ x _____ = \$ _____
TOTAL CHARGES	\$ _____

Labor costs:

Due to the nature of this request, a labor fee is being charged for the search, examination, review, and the deletion and separation of exempt from non-exempt information as provided in Section 14 of the Freedom of Information Act. This fee is being charged because the failure to do so would result in unreasonably high costs to the Township.

Total Charges = \$ _____ Date paid: _____ Cash _____ Ck _____ Intials _____