

VILLAGE OF SARANAC
FREEDOM OF INFORMATION ACT FEE PROCEDURES

The Freedom of Information Act ("FOIA") authorizes the Village of Saranac to charge certain fees associated with responding to a FOIA request. The Village of Saranac has approved the following procedures regarding such fees:

1. The Village will charge a fee for the labor to search, retrieve and review a document plus the costs for copying and transmitting the requested documents.
2. Labor costs are reimbursable at the wage rate of the lowest paid permanent employee of the Village capable of retrieving the documents. This means, if the lowest paid permanent employee is on vacation and a higher paid employee retrieves the document or performs other associated work, reimbursement is at the lower rate.

3. The general formula to be used for FOIA fees is as follows:
Required reimbursement equals copying costs plus search, review and copying labor plus postage/transmittal equals.

Copy costs equals for paper copies using Village equipment, 15¢ per page for 8½ x 11 pages, 25¢ per page for 8½ x 14 pages, 30¢ for oversize pages and \$1.00 per sheet for blue lines. Each page that must be copied in order to fulfill the FOIA request may be included in the cost. For other forms of media (video tapes, floppy disks, magnetic tapes, etc.), the actual cost of the materials will be charged. If copying must be performed using an outside vendor, the actual invoice cost from the vendor will be charged.

Labor costs equals hourly wage of the lowest paid permanent employee capable of retrieving the document times fringe benefit factor of 1.28 times minutes worked by everyone associated with the search, review and copying of the requested documents divided by 60 minutes per hour. Labor costs includes the time required to oversee a person wishing to only view the requested documents.

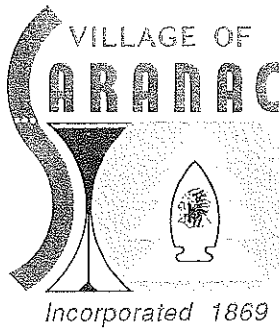
Postage/transmittal costs equals actual postage or transmittal expenses required.

4. The Village may require, at the time a request is made, a good faith deposit from the person requesting the public record or a series of public records, if the fee authorized under paragraph 1 will exceed \$50.00. The deposit shall not exceed half of the total fee charged pursuant to paragraph 1.

5. The Village may provide public records without charge or at a reduced charge if the Village determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. A public record search shall be made and copies of a public record shall be furnished without charge for the first \$20.00 for each FOIA request by an individual who is entitled to information under the FOIA and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of being indigent.

6. A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from non-exempt information unless the failure to charge a fee would result in an unreasonably high cost to the Village because of the nature of the request and the Village specifically identifies the nature of the unreasonably high cost.

7. Documents which are required to be prepared and sold for a specific fee pursuant to Michigan or federal law are exempt from this policy and will be sold in accordance with the applicable federal law or state statute.



VILLAGE OF SARANAC
EXCERPT OF MINUTES
September 8, 2003

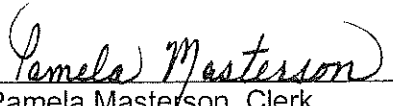
The following is an excerpt of the minutes of the Saranac Village Council Regular Meeting held on September 8, 2003 at 7:00 p.m. at the Saranac Municipal Building, 10 N. Bridge Street.

Present: Breckon, Gage, Grant, Grieves, Jurmo, VanDerVelde, Ferguson
Absent: Gage Jr.

Motion was made by Grant, supported by Grieves, to change the current Freedom of Information Act Fee Procedures as follows: .15 for 8 1/2 x 11, .25 for 8 1/2 x 14 and .30 for oversize pages. All yeas.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Saranac Village Council at a meeting held on September 8, 2003.



Pamela Masterson, Clerk
Village of Saranac

VILLAGE OF SARANAC
FREEDOM OF INFORMATION REQUEST

Requester's Name: _____

Address: _____

Telephone Number: _____

Records Sought: (be specific) _____

Date: _____ Signature of Requester: _____

The village will respond to a request for public records within seven working days after its receipt. If request is denied, an appeal may be filed. Appeals should be addressed to the Village Council.

FOR VILLAGE USE ONLY

Date Request Received: _____

Name and title of person receiving request:

Name: _____ Title: _____

RESPONSE:

Records made available _____ Request denied _____

If denied, why? _____

Copies made? Yes No How many? _____

Fee: _____

Signature: _____ Date: _____

Comments: _____