FOIA FEE SCHEDULE

1. Copies: Ten ($ .10) cents per page. Color copies will be Twenty ($ .20) cents per page. Copies will be two-sided when possible.
2. CD: $5.00 per disc.
3. Flash Drives: $1.00 fee for each single transfer of data to an individual’s flash drive.
4. FAX copies will be $2.00 for the first page and $1.00 for each additional page.
5. Labor: The hourly wage of the lowest-paid Township employee capable of doing the work, calculated in 15 minute increments, will be charged for labor associated with the production of FOIA documents.
6. Deposit of 50% for fees that will exceed $50.00.
7. The township shall charge actual postage or shipping costs and the actual cost for the envelopes and/or mailers.

Approved July 21, 2015