

**BYRON TOWNSHIP**  
**FREEDOM OF INFORMATION ACT**  
**REQUEST POLICY**

**RESOLUTION 10-01-02**

Resolution of Byron Township regarding the fee structure by the custodian of the records.

**BE IT RESOLVED** that the Byron Township Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Request under PA 442 of 1976. To be used in conjunction with the Freedom of Information Request/Worksheet.

**BE IT FURTHER RESOLVED** that the Byron Township Supervisor and the Byron Township Clerk shall be the custodians of all records and documents of Byron Township and all requests for such records or documents under the Freedom of Information Act shall be approved by the Supervisor or the Clerk.

Hourly Rate	\$8.20 an hour (hourly rate of lowest paid Clerical employee)
Mileage Rate	\$.34 per mile
Computer Disk	\$25.00 per disk
Fax Transmission	\$2.00 each (4 page limit)
Envelopes – small	\$.07 each
Large	\$.25 each
Duplication (In House)	\$1.00 first page, \$.10 all others
(Other)	Actual costs of outside work

A fee shall not be charged for the cost of search, examination, review, and deletion unless the processing time exceeds 10 minutes.

Adopted the 14<sup>th</sup> day of May, 2001, by the Byron Township Board.

*I hereby certify that the foregoing is a true copy of Resolution No. 10-01-02, adopted by the Byron Township Board at its regular meeting held on the 14th day of May 2001.*

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*Joel H. Hondorp*  
*Byron Township Clerk*