

London Township

Cost of FOIA

March 13, 2017

Copies of public records (all sizes) including double-sided will be .10 cents per page.

Mailing cost will be the actual cost of mailing.

Labor cost for Copying/Duplication as well as labor cost to locate will be estimated and charged in 15 minute increments as set by the township board: all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Example:

The townships lowest paid employee capable of performing the request makes \$15.00 per hour. This person spends 16 minutes working on a FOIA request, then London Township would charge \$4.00 for labor cost. At \$15.00 per hour, each minute charge would be \$.25 cents after the first 15 minutes.

There is no charge to email a FOIA request of the Board Minutes.

The fee to fax or to email larger requests will be calculated based on labor to locate the information within the FOIA request.

View the "Public Summary of FOIA Procedures and Guidelines" for more information on fees and costs.

Larry Lee

London Township Clerk