

**Township of Danby**  
**Freedom of Information Act Policy**  
(As revised 5-28-15)

The policy of the Board of the Township of Danby (Township) shall be to provide citizens information regarding the affairs of the Township as required by the Freedom of Information Act (FOIA) Public Act 442 of the Public Acts of 1976 MCL 15.231 Et. Seq.

All requests must be made in **writing**. FOIA requests received by facsimile copy, electronic mail or by other electronic means, is deemed received the first business day following its transmission. The request must sufficiently describe the information to be provided.

The FOIA Coordinator is the Danby Township clerk or his/ her designate. The FOIA Coordinator shall provide records, has the authority to issue notices extending response times, or deny requests in whole or in part, on behalf of the Township as required by the FOIA.

The FOIA Coordinator will respond in writing to a FOIA request within five (5) business days of receipt using the Notice of Freedom of Information Act Response form.

Fees for search, inspection and copying shall be:

1. Labor costs of \$20.00 per hour for the time spent searching for, examination of, review of and duplication of documents, and the deletion and separation of exempt information from non-exempt information – billable in 15 minute increments.
2. Fee for copying letter and legal size – ten cents per copy.
3. Fee for certification maps – ten cents per sheet.
4. Fee for Plans – actual cost for reprinting Plans
5. Actual cost of mailing requested documents
6. A good faith deposit of 50% of actual costs will be required if the estimated fee for the search, examination, review and duplication of documents exceeds \$50.00.

There will be no charge or a reduced charge if the search, inspection and copying is determined to primarily benefit the general public as determined by the Township. There will be no charge for the first \$20.00 of the fee for each request if an individual requesting the documents provides an affidavit stating that they are receiving public assistance or showing that they are not able to pay the cost because of indigence.

Fees must be paid in full to the Township prior to actual delivery of the copied documents.

**TOWNSHIP OF DANBY**  
**NOTICE OF FREEDOM OF INFORMATION ACT RESPONSE**

Date request received \_\_\_\_\_

Request received via: ☐ US Mail ☐ Fax ☐ Email ☐ In person

Name and address of Requester \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Records requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request is ☐ Granted ☐ Denied (Explanation attached) ☐ Granted in part and Denied in part (Explanation attached)

☐ Response period extended up to an additional 10 business days

Fees incurred in responding to request:

\_\_\_\_\_ hrs x \$ 20.00 = \$ \_\_\_\_\_

\_\_\_\_\_ copies x \$0.10 per page = \$ \_\_\_\_\_

Postage (actual cost) \$ \_\_\_\_\_

Other (Certification maps/Plans) \$ \_\_\_\_\_

Total Costs \$ \_\_\_\_\_

☐ First \$20 of fee waived (Affidavit of Public Assistance or Indigence submitted and accepted)

☐ As the estimated fee exceeds \$50, a deposit of one-half the total amount must be received by the Township prior to the Township's response. The deposit of \$ \_\_\_\_\_ shall be payable by check or money order. Remit to: Danby Township clerk 10757 Peake Rd., Portland MI 48875, with a copy of this notice.

☐ Deposit received on \_\_\_\_\_.

☐ Balance received on \_\_\_\_\_ Receipt # \_\_\_\_\_.

Appeal procedure for denial of requested records is available on request.