

## **PLEASANTVIEW TOWNSHIP**

### **Freedom of Information Act**

The following policy provides an update of the Freedom of Information Act (FOIA), per the rules depicted in P.A. 563 of 2014.

The Pleasantview Township Board appoints the Clerk, Debbie Bosma as the FOIA Coordinator.

As required in P.A. 563, the Pleasantview Township FOIA Coordinator may charge for preparation costs of the least compensated administrative employee's hourly wage. The labor fees will be separated into 4 categories:

1. Searching, locating and examining public records.
2. Separating and deleting non-exempt information.
3. Copying time or time for complying with digital copy requests
4. Fringe benefits, not to exceed 50% wages.

Time will be calculated in 15 minutes increments, per the P.A.563. If the Pleasantview Township attorney is needed for the response, the Pleasantview Township Coordinator will charge 6 times the State minimum hourly wage rate.

The maximum allowable cost for paper copies is \$0.10 per sheet. Mailing costs will be passed directly along to the requestor, but will be at the least expensive method. For "Non-paper" requests the Pleasantview Township FOIA Coordinator will charge for direct costs associated with the request.

If the total charge for the FOIA request is under \$20 the Pleasantview Township FOIA Coordinator will not charge a fee if the requestor is indigent or a nonprofit organization as designated by the State of Michigan. The Pleasantview Township FOIA Coordinator will charge ½ of the estimated fee upfront if the estimate exceeds \$50, per P.A.563.

Information on the procedures and guidelines for a Freedom of Information Act request can be found on the Pleasantview Township web-site at: [www.harborinc.org](http://www.harborinc.org)

FOIA requests must be received by written letter, fax or by e-mail to the Pleasantview Township Coordinator. Once received, the Pleasantview Township FOIA Coordinator has 5 business days to respond to the request one of the following methods:

1. Granting the request
2. Issuing a written notice denying the request
3. Granting the request in part and issuing a written notice denying the request in part.
4. Issuing a notice extending the request an additional 10 business days.

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

June 22, 2015

Debbie Bosma  
Debbie Bosma, Clerk  
Pleasantview Township

Bill Wiechmann  
Bill Wiechmann, Supervisor  
Pleasantview Township