



BUENA VISTA CHARTER TOWNSHIP

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Freedom of Information Act

Request Form

Costs may only be charged if a copy of a public record is requested. No fee may be charged for an individual to simply review public records.

Date request received: _____ Date of Response _____

Requester's Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

Record(s) Requested:

I. Duplication Costs:

Facility used: BVCT Hall Other: _____
_____ Township-owned copier _____ Commercial copier

Cost per copy _____ x Number of copies _____ = \$ _____

Cost per computer disk _____ x Number of copies _____ = \$ _____

II. Mailing Cost:

Cost per envelop _____ x Number of envelopes _____ = \$ _____

Postage costs (provide brief description) _____ = \$ _____

III. Labor Costs:

Due to the nature of this request, a labor fee is being charged for the search, examination, review and (is appropriate) the deletion and separation of exempt from nonexempt information as provided in Section 14 of the Freedom of Information Act. This fee is being charged because the failure to do so would result in unreasonably high costs to the Township. Specifically:

Hourly labor rate _____ x Number of hours _____ = \$ _____

IV. Total Charges: _____

Requested by: _____ Filed by: _____