

BCHC: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

**BAY CITY HOUSING COMMISSION (BCHC)**

315 14<sup>TH</sup> STREET  
 Bay BCHC, MI  
 48708

Phone: (989) 892-9581

[foiacordinator@baycityhousing.com](mailto:foiacordinator@baycityhousing.com)

**Request Form**

*Note: Requestors are not required to use this form. The BCHC may complete one for recordkeeping if not used.*

**FOIA Request for Public Records**

**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

**Request No.:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Check if received via:**  Email  Fax  Other Electronic Method

**Date delivered** to junk/spam folder: \_\_\_\_\_ **Date discovered** in junk/spam folder: \_\_\_\_\_

*(Please Print or Type)*

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

**Request for:**  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis

**Delivery Method:**  Will pick up  Will make own copies onsite  Mail to address above  Email to address above

Deliver on digital media provided by BCHC: \_\_\_\_\_

**Note:** *The BCHC is not required to provide records in a digital format or on digital media if the BCHC does not already have the technological capability to do so.*

**Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:**


**Consent to Non-Statutory Extension of BCHC’s Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the BCHC must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the BCHC’s

response time for this request until: \_\_\_\_\_ (month, day, year).

<b>Requestor’s Signature</b> _____	<b>Date</b> _____
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*(Complete both sides)*

**Records Located on Website**

If the BCHC directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the BCHC must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the BCHC must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the BCHC has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the BCHC must provide the public records in the specified format (if the BCHC has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on BCHC Website (www.baycityhousing.com)**

I hereby stipulate that, even if some or all of the records are located on a BCHC website, I am requesting that the BCHC make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature	Date
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**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the BCHC using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate      2.  Labor to locate      3a.  Labor to redact      3b.  Contract labor to redact
- 6b.  Labor to copy/duplicate records already on BCHC's website

Requestor's Signature	Date
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**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**    Affidavit Received    Eligible for Discount    Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:
Requestor's Signature:	

**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the BCHC.

**Office Use:**    Documentation of State Designation Received    Eligible for Discount    Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	Date:
Requestor's Signature:	



## BAY CITY HOUSING COMMISSION

### FREEDOM OF INFORMATION (FOIA) DOCUMENT REQUEST FEE SCHEDULES

The Freedom of Information Act (FOIA) is a disclosure statute, intended to provide citizens a glimpse into the workings of their government so they can be informed participants in the democratic process.

To obtain copies of public information, please fill form out the FOIA Request for Public Records form completely. Top portion pertains to the person or incident you are inquiring about. The requestor information is your information.

FOIA requests must be replied to within five business days after receipt of the request, unless the person making the request agrees to a longer period of time. We must respond by:

- Granting the request
- Issuing a written notice to the requesting person denying the request
- Granting the request in part and issuing a written notice to the requesting person denying the request in part
- Issuing a notice extending for not more than 10 business days the period during which we must respond to the request

#### FEE SCHEDULE

The total fee for this service will be the sum of each applicable section below. Fees will be assessed for (1) the labor performed in getting the FOIA request processed and (2) the cost for materials and delivery. If it is estimated that the cost will be in excess of \$50, a deposit will be required in the form of cash, money order or certified check. If the actual cost exceeds this amount, you will be required to pay the balance on delivery of the requested information.

1. **Labor Cost to Locate/Search:** This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the BCHC that are excessive and beyond the normal or usual amount for those services compared to the BCHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically:\_\_\_\_\_.

The BCHC will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Time (# Increments at .25 hours ea.):	
Labor Cost per increment (\$21.00/4):	\$5.25
<b>Total Document Search Costs:</b>	

2. **Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**  
(Fill this out if using a BCHC employee. The BCHC will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still

has the redacted version in its possession. This fee is being charged because failure to do so will result in unreasonably high costs to the BCHC that are excessive and beyond the normal or usual amount for those services compared to the BCHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is the cost of labor of a BCHC employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the BCHC's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Time for Redacting Data (# Increments .25 hours ea.):	
Labor Cost per increment (\$21.00/4):	\$5.25
<b>Total Document Redacting Costs:</b>	

3. **Copying / Duplication Cost:** Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection). No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:
- Letter (8 1/2 x 11-inch, single and double-sided): \$0.10 cents per sheet
  - Legal (8 1/2 x 14-inch, single and double-sided): \$0.10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \$0.10 cents / dollars per sheet actual and most reasonably economical cost of non-paper physical digital media:
- Circle applicable: Disc / Tape / Drive / Other Digital Medium
- Cost per Item: The cost of paper copies must be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper.

Time (# Increments at .25 hours ea.):	
Labor Cost per increment (\$21.00/4):	\$5.25
<b>Total Document Duplication Costs:</b>	

4. **Labor Cost for Copying / Duplication:** This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of the BCHC's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments as set by the FOIA Coordinator; all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Time (# Increments at .25 hours ea.):	
Labor Cost per increment (\$21.00/4):	\$5.25
<b>Total Document Search Costs:</b>	

**Mailing/Material/Delivery Cost:** BCHC will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required. The BCHC may charge for the least expensive form of postal delivery confirmation. Email delivery is only available with confirmed recipient email address and delivery receipt. BCHC cannot charge more for expedited shipping or insurance unless specifically requested by the requestor:

Actual Packaging Costs:	\$
Actual cost of postage:	\$
Materials (USB Flash Drives, etc.)	\$
<b>Total Mailing/Material/Delivery Cost:</b>	\$

- Discounts - Indigence:** A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Nonprofit Organization:** A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the City.

Eligible Requests for Indigence Discount Fees may deduct \$20.00 from the Total FOIA Cost below.

<b>Subtotal from sections 1-4</b>	\$
Applicable discount applied, if any (\$20.00)	-
<b>TOTAL FOIA COSTS</b>	\$