

CITY OF MARSHALL
FREEDOM OF INFORMATION ACT
POLICY STATEMENT

It is the policy of the City of Marshall to fully comply with the letter and spirit of the Freedom of Information Act (hereafter referred to as FOIA or “the Act”). The City of Marshall shall appoint a FOIA Coordinator. Questions regarding the Act shall be directed to the FOIA Coordinator. The FOIA Coordinator shall contact the appropriate offices to provide information for requests addressed to the FOIA Coordinator. The FOIA Coordinator may designate other individuals to act on his/her behalf in these matters. As authorized, the City Clerk, City Manager and City Attorney are also designated to act on behalf of the FOIA Coordinator. The City Manager and City Attorney are designated as those persons responsible for approving a denial of a request. As necessary, other individuals may be delegated with these responsibilities.

The FOIA Coordinator shall keep a record of all FOIA requests and responses pursuant to the Act.

In accordance with 15.234, Section 4(3) of Public Act 442 of 1976, also known as the Freedom of Information Act (FOIA), the City of Marshall adopts the following policy statement:

Requests to inspect or copy public records as defined by Public Act 442 of 1976 shall be made in writing – see City of Marshall, Request for Information, Freedom of Information Act form – and shall contain the following information: Name of requesting person(s), complete address and telephone number.

The City of Marshall will charge search and review fees. The following fees are established and shall be assessed for the services performed by City of Marshall employees relating to the processing of any FOIA request:

For documents readily available to copy and/or twenty (20) pages or less the City may charge:

- A. Copies: \$0.25 per page.
- B. Mailing: Actual postage plus cost of envelope.

For documents requiring research, compilation and copy time and/or greater than 20 pages the City may charge:

- A. Copy charges: \$0.06 per page, single sided; \$0.08 per page, double sided
- B. Labor: charged at the rate of the City of Marshall lowest paid employee capable of performing the research, compilation and/or copying.
- C. Mailing: same as above.
- D. Other materials – CD’s, diskettes, video recordings, etc. shall be charged at cost.

The City of Marshall does hereby establish fees for the following requests:

Address Labels-----	\$0.05 per label
Property Cards/Records-----	\$2.00 per parcel (all pages)
Computer generated reports/queries-----	\$0.02 per item listed/per name
Zoning Ordinance Book -----	\$25.00
Zoning Map -----	\$5.00
Master Plan Map-----	\$5.00
Master Plan for Land Use -----	\$25.00 (includes 11" X 17" map)
Parks and Recreation Master Plan-----	\$5.00 (black & white copy only)
Certificate of Occupancy (duplicate request) -----	\$2.00
Police/Fire Report -----	\$1.00 per page
Photos -----	\$2.00 per photo
Faxed Information -----	\$2.00 <u>additional</u> for faxing any of the above (minimum)

The City of Marshall reserves the right to accept and process verbal requests to inspect or receive copies of public documents.

In accordance with 15.234, Section 4, Part 2 of Act 442 of 1976 the City of Marshall may require at the time a request is made a good faith deposit from the person requesting the public record or series of public records if the fee for the FOIA request exceeds \$50.00 or if the person requesting the public record or series of public records owes the City of Marshall for any previous FOIA requests. Such good faith deposit shall not exceed ½ of the total fee for the request.

Effective: July 7, 2005