

**ARMADA TOWNSHIP
ESTIMATE OF COSTS REGARDING FOIA REQUEST
DEPOSIT REQUIRED / ABANDONMENT NOTICE**

DEAR: _____

In response to your FOIA Request that was received on _____, Armada Township estimates that it will incur the following costs and is permitted to recover these costs under the Michigan Freedom of Information Act (FOIA).

Please note that the FOIA request for which the proposed fees are set forth below will be considered abandoned unless the requested deposit is received within 48 days from the date mailing (or emailing) of this notice. If the deposit is not received on or before _____ the request will be considered abandoned.

WORK NECESSARY TO FULFILL REQUEST	FEE	AMOUNT
Copies of documents (8 ½ x 11 and 8 ½ x 14)		
Oversized documents or documents that cannot be copied by the Township directly		
Non-paper physical media (disc, flash drive, etc.)		
Cost of labor directly associated with duplication or 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		
Cost of labor directly associated with searching for, locating, examining public records		
Labor costs associated with reviewing, separating and deleting of exempt information from non-exempt information		
Mailing Costs		

Total Estimate of Costs: _____

Deposit Required: _____

The Township will complete the processing of your FOIA request upon receipt of the deposit.

Please make your check or money order payable to Armada Township.

Date: _____

Signature of FOIA Coordinator