

**WRITTEN REQUEST FOR PUBLIC RECORD  
UNDER THE FREEDOM OF INFORMATION ACT**

Name of person making the request: \_\_\_\_\_

Address of person making the request: \_\_\_\_\_

\_\_\_\_\_

Telephone number of person making the request: \_\_\_\_\_

Date of request: \_\_\_\_\_

Please describe the public records you are requesting in as much detail as possible, so that the FOIA

Coordinator can find them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENTS**

1. I hereby acknowledge that, unless I am currently receiving public assistance or am indigent, the City of Charlevoix will charge me a fee for copying and mailing to me the requested public records and may charge me a fee for the time spent in searching for the requested public records and otherwise processing my request. I agree to pay the fees charged by the City of Charlevoix no later than seven (7) days after receiving the requested public records.
2. I further acknowledge that if the estimated fee is greater than \$50.00, the City of Charlevoix may require that I pay a deposit of no more than one-half (1/2) of the estimated fees prior to the City processing my request. If a deposit is required, I agree to pay the balance of the fees due within seven (7) days after receiving the requested public records.
3. Finally, I acknowledge that under the Freedom of Information Act this request must be kept on file for no less than one (1) year from the date submitted. As a result, this written request will itself become a public record, subject to disclosure under the Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FOR OFFICIAL USE ONLY**

Date written request received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date given to the FOIA Coordinator: \_\_\_\_\_

**CITY OF CHARLEVOIX  
FREEDOM OF INFORMATION ACT RATE SCHEDULE**

Copies:	\$ .10 per page
Blueprints:	actual cost
Diskettes:	\$1.00 each
Cassette Tapes:	\$1.00 each
CD's:	\$3.00 each
Videos:	\$3.00 each
Mailing containers:	actual cost
Postage:	actual cost
Cost of labor incurred in duplication and mailing:	hourly wage of Deputy Clerk
Cost of labor incurred in searching for, examining, and reviewing a requested public record and for the deletion and separation of exempt from nonexempt information as required by the FOIA (when time spent exceeds two (2) hours):	hourly wage of Deputy Clerk