

WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

FREEDOM OF INFORMATION ACT & DUPLICATION FEES

COPIES

15¢ Per page
25¢ Double sided, per page
\$1 Color printing, per page

MEETING TAPES

\$1.00 Per tape

VOTER LISTS

Free Emailed
\$1.00 Per CD
6¢ Per name, printed on labels

FAXING

\$1.00 Per fax, sending (local or toll free)
\$1.00 Per page, sending (long distance)
15¢ Per page, receiving

FAXING – To fax requested information to a FOIA requestor

\$1.00 Per fax (local or toll free)
\$1.00 Per page (long distance)

POSTAGE

Actual cost

ENVELOPES

10¢ #10
15¢ 6x9"
25¢ 9x12"

COPIES OF MINUTES/AGENDAS

Free On website
15¢ Per page, printed
25¢ Double sided, per page

AGENDAS & MINUTES SUBSCRIPTIONS

By email Free
By mail 15¢ per page (or 25¢ double sided) + envelope cost + postage

LABOR

Based upon the hourly rate of the lowest paid, full time, permanent clerical employee capable of retrieving the information necessary to comply with the request. Charged in 15 minute increments.

DEPOSIT - If it is anticipated that a charge will surpass Fifty and 00/100 (\$50.00) Dollars, a good faith deposit may be collected from the requestor, this deposit cannot exceed one-half of the total anticipated fee.