

Freedom of Information Act (FOIA) Request and Fees

Name of Individual or Agency Requesting: _____

Date of Request: _____

Contact Information: _____

Information Requested (please be specific):

Format Requested (circle one): Paper Digital

For District Use Only

Date of District Response: _____

Best efforts estimate of completion: _____

Note: A request for an earlier date may require overtime, which you must authorize and reimburse the district.

Are requested documents available online? Yes No

If yes, requested documents are available at www.cadillacschools.org

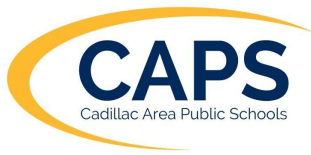
If paper copies are requested for documents available online, the fees for searching, locating, examining, and copying such records noted below will apply. There will be no charge to separate/delete exempt information.

Waiver of Fees:

Per Federal guidance, if you are an indigent person who has not received copies from the district twice during the past calendar year, and the request is not made in conjunction with an outside party who has agreed to pay OR you are a non-profit organization designated by the state to carry out activities protecting those with mental/developmental disabilities and have proof of the above, the District may waive fees.

Is a waiver of fees being provided for this request? Yes No

If no, the following reason(s) apply:



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Estimation of Labor Fees (in-house):

- A. Hourly rate of staff member searching, locating, examining, copying, etc. _____
- B. Fringe benefit-cost (0.5 x hourly rate) _____
- C. Estimated time (15 minute increments) _____

Total Estimated Labor Fees (A+B+C) _____

Estimation of Labor Fees (contracted out):

If no internal staff member is capable of fulfilling request, an outside agency may be used.

Name of Person/Agency: _____

- A. Hourly rate (not to exceed six times minimum wage) _____
- B. Estimated time (15 minute increments) _____

Total Estimated Labor Fees (Ax B) _____

Estimation of Other Costs:

- A. Standard letter/legal paper copies requested @ _____ per page _____
- B. Copying of off-size documents listed below _____
- C. Mailing costs (no charge if emailed or picked up) _____
- D. Cost for non-paper physical media (DVD, flash drive, etc.) _____
- E. Miscellaneous (listed below) _____

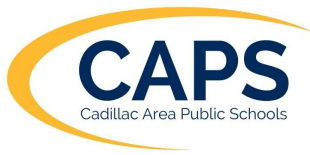
TOTAL ESTIMATED FOIA FEE _____

Good Faith Deposit

If the total estimated FOIA fee listed above exceeds \$50.00, Cadillac Area Public Schools requires a 50% deposit of the estimated costs prior to processing your request.

If you have made previous FOIA requests, the District may require a deposit equal to 100% of the estimated costs prior to processing your request.

Based on the above, Cadillac Area Public Schools requires the following
Good Faith Deposit before processing your request: _____



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APPEAL OF FOIA PROCESSING FEE

If the District requires a fee (defined to include deposit) that requester believes exceeds the amount permitted under the FOIA or District's publicly available FOIA Procedures and Guidelines, the requesting person may, within 45 days after receiving notice of the required fee, commence an action in the circuit court or the county in which the public record or one of the District's offices are located.

If the court determines that the fee exceeds the amount permitted under the FOIA or the District's publicly available FOIA Procedures and Guidelines, the court will reduce the fee to the permissible amount (if any).

If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the District arbitrarily and capriciously violated FOIA by charging an excessive fee or acted in bad faith, the court will order that the District pay a civil fine to the state to punitive damages to the requester.