

Consent to Non-Statutory Extension of Village Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the Village must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the Village's response time for this request until: _____ (month, day, year).

Requestor's Signature

Date

Records Located on Website

Village of Beulah administers and maintains an official internet presence. Public records available on that internet site at the time the request is made are exempt from any labor charges to redact.

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Village will notify the Requestor in its written response that all or a portion of the requested information is available on its website. The written response will include a specific webpage address where the requested information is available. On the detailed cost itemization form, Village of Beulah will separate the requested public records that are available on its website from those that are not available on its website and will inform Requestor of the additional charge to receive copies of the public records that are available on its website.

When the Village has included the website address for a record in its written response to the Requestor and the Requestor thereafter stipulates that the public record be provided to him/her in a paper format or other form, including digital media, the Village will provide the public records in the specific format (if the Village has the technological capability) but will use a fringe benefit multiplier of 40%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Village Website

I hereby stipulate that, even if some or all of the records are located on the Village website, I am requesting that Village of Beulah make copies of those records on the website and deliver them to me in the format I have requested above. I understand that FOIA fees will apply.

Requestor's Signature

Date

Overtime Labor Cost

Overtime wages shall not be included on the calculation of labor costs unless overtime is specifically stipulated by the Requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the Village using overtime wages in calculating the following labor costs as itemized in the following categories:

_____ Labor to copy/ duplicate _____ Labor to locate _____ Labor to redact
_____ Contract labor to redact _____ Labor to copy/duplicate records already on Village website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search will be made and a copy of a public record will be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a Requestor is ineligible for the discount, the public body shall inform the Requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if any of the following apply.

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the Requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: _____ Affidavit Received _____ Eligible for Discount _____ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA Request:

Requestor's Signature:

Date: