

FOIA COORDINATORS

CITY CLERK:

248-871-2410; 248-871-2411 Fax

POLICE RECORDS:

248.871-2720; 248.871-2721 Fax

FIRE RECORDS:

248.871-2820; 248.871-2801 Fax

**CITY OF FARMINGTON HILLS
FREEDOM OF INFORMATION ACT
REQUEST FOR PUBLIC RECORDS**

APPLICANT NAME: _____ **COMPANY:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

REQUESTED INFORMATION: (Please be as specific as possible and include names, property address and/or property ID number, dates, etc. where applicable)

I REQUEST THE RECORDS AS FOLLOWS:

_____ **PAPER COPY** _____ **ELECTRONIC COPY** _____ **TO INSPECT THE RECORDS**

FEES

PAPER COPIES:

8 1/2 " x 11" - Black and White	\$0.05 per page
8 1/2 " x 11" - Color Copies	\$0.10 per page
8 1/2 " x 14" - Black and White	\$0.05 per page
8 1/2 " x 14" - Color Copies	\$0.10 per page
Plan sheets exceeding 8 1/2" x 14"	\$0.25 per page

If it is determined that the volume of a set of plans is too large for the City to copy, these will be sent out and the requestor will be charged for the actual costs to prepare the document.

COPIES WILL BE DOUBLE-SIDED IF AVAILABLE AND COSTS LESS

NON-PAPER PHYSICAL MEDIA:

Computer Disc w/sleeve	\$0.54 each
DVD w/sleeve	\$0.56 each

City of Farmington Hills
Freedom of Information Act Request

ELECTRONIC COPIES:

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

MAILING COSTS:

Actual cost of mailing records in a reasonable and economical manner. The City may charge for the least expensive form of postal delivery confirmation.

The City will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

WAIVERS AND REDUCTIONS:

\$20.00 for indigence or nonprofit organization as further described in the Farmington Hills Procedures and Guidelines document.

If the estimated cost for such records exceeds \$50.00, the City will require a good-faith deposit equal to one-half the total estimated cost. All fees must be paid in full before the material is released.

Applicant's Signature: _____ **Date:** _____

The City's Freedom of Information Act (FOIA) Procedures and Guidelines and Public Summary can be found on the city website at www.fhgov.com

***** **FOR OFFICE USE ONLY** *****

Date Filed: _____ **5-Day Deadline:** _____ **Extension Deadline (if applicable)** _____

Deposit Received: _____ **Date Paid in Full** _____ **Date Request Fulfilled:** _____

Response sent via Mail/E-mail/Picked up in person: _____