

GREENVILLE PUBLIC SCHOOLS
Greenville, Michigan

FREEDOM OF INFORMATION ACT RECORDS REQUEST

Date _____

- 1. Name of Requester _____
 Street Address _____
 City, State, Zip _____
 Telephone Number (____) _____ E-mail _____

- 2. The following official school records are requested;

- 3. Where information is to be sent (if different from above):
 Name _____
 Street Address _____
 City, State, Zip _____

- 4. Fees:

Fees for responding to a request shall be assessed as follows:

- A. Photocopying charges of 10 cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources.
- B. Actual mailing costs.
- C. Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request, and not more than the maximum hourly amount articulated in law.
- D. Labor costs (including fringe benefit costs) for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request. Such labor fees shall be charged only when the request requires more than \$50.00 of labor. In such cases, the coordinator shall identify the nature of this unreasonably high labor cost.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50.00, the coordinator shall require a good faith deposit of one half of the estimated fee before processing the request.

No charge for the first \$20.00 of a fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.

