

Leland Township Clerk
Jane M. Keen

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Lake Leelanau, MI 49653-0238

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Lake Leelanau, MI 49653

FREEDOM OF INFORMATION ACT (FOIA)

INVOICE

Date: _____

To: _____

For processing FOIA Request dated: _____

Copy Fee of _____ pages @ \$.10 per sheet.....\$ _____

Incremental cost of search @\$20.00/hr. for _____ hours\$ _____

Postage.....\$ _____

TOTAL AMOUNT DUE *\$ _____

Please make checks payable to the Leland Township Treasurer, and mail to Leland Township Clerk, PO Box 238, Lake Leelanau, MI 49653-0238

***Discount: Indigence**

A public record search **must** be made and a copy of a public record must be furnished **without charge for the first \$16.50 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, **OR**
- 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 remuneration.



Eligible for Indigence Discount