

Policy No. 2008-02

**BOARD OF COUNTY ROAD COMMISSIONERS
ROAD COMMISSION FOR MONTCALM COUNTY**

SUBJECT: FREEDOM OF INFORMATION

ADOPTED: JUNE 18, 2008

The Road Commission for Montcalm County will comply with Public Act No. 442 of 1976, as published and amended, with the Finance Director-Clerk designated as the FOIA officer. Requests for copies of Road Commission records must be made under FOIA and must be received in a handwritten or typed format (e-mail requests are acceptable). The written request must indicate the date the request is being made and a detail of what information is being requested.

Fees

For the purpose of fees only, the FOIA divides requesters into three categories: 1) commercial use; 2) news media, educational or scientific requesters; and 3) all other requesters.

- Commercial use requesters are charged for search time, document review, and duplication.
- News media, educational and scientific requesters are charged for duplication only.
- All other requesters are charged for search time and duplication.

Duplication charges:

1 – 5 pages	No charge
6 or more pages	10 cents per page

Search charges:

First quarter-hour	No charge
Beyond one-quarter hour	\$4.35 per each 15 minutes for clerical staff
Beyond one-quarter hour	\$6.35 per each 15 minutes for managerial staff

Review charges:

First quarter-hour	No charge
Beyond one-quarter hour	\$6.35 per each 15 minutes for managerial staff

Postage:

Current postage rates

The Road Commission may, by law, require advance payment of any fees if the requester has previously failed to pay fees in a timely manner or if the Road Commission has determined that the fee will exceed \$250.

Dale Linton
Chairman

Karen F. Swan
Clerk