

**FORSYTH TOWNSHIP PUBLIC LIBRARY**  
**FREEDOM OF INFORMATION ACT**  
**FEE SCHEDULE**  
 (Effective May 9, 2017)

<b>Type of Reproduction</b>	<b>Cost</b>	<b>Unit</b>
Copies of Document	\$ .10	Per page
Labor cost incurred in duplication	\$2.43	Per 15 minute unit
Labor cost incurred for search, examination, review and the deletion and separation of exempt from nonexempt information	*\$2.95	Per 15 minute unit
Attorney Costs (Effective July 1, 2015) Attorney Kevin Koch (not to exceed 6 times the state minimum wage rate)	\$13.35	Per 15 minute unit
Non-paper physical media (disc, flash drive)	\$5.00 \$0.50	Per flash drive Per CD
Envelopes	\$0.08, \$0.19, \$0.25	#10, 9x12, 10x13 per unit
Postage charges	Actual	Per mailing

\* Hourly wage of the lowest paid Library employee capable of retrieving the information necessary to comply with the request. The rate listed was calculated using the hourly wage of a Library Clerk I.

**Waivers**

The first \$20.00 of a fee shall be waived for a requestor who submits an Affidavit of Indigency and meets eligibility requirements.

**Deposits**

If the fee to process a FOIA request exceeds \$50.00, a deposit of 50% of the estimated fee shall be required.

**Other**

If a requestor has made a previous FOIA request that has not been paid in full, the Library shall require a deposit of 100% before it begins a full public search for any subsequent written request from that individual.