

Appointed Members

**REBECCA BAHAR-COOK, Secretary**  
**DALE COPELGE, Treasurer**  
**DEBBIE DE LEON, Vice-Chair**  
**DEB NOLAN**



[www.inghamlandbank.org](http://www.inghamlandbank.org)

Chair  
**ERIC SCHERTZING**

Executive Director  
**MARY RUTTAN**

## **Ingham County Land Bank Fast Track Authority**

422 Adams Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

### **Freedom of Information Act (FOIA) Policy**

The Land Bank Coordinator shall be the FOIA Coordinator and responsible for responding to all written requests received by the Land Bank citing the Freedom of Information Act (FOIA).

For all written requests that cite FOIA, the FOIA Coordinator will provide the requested information, unless otherwise exempt, and shall ensure that a copy of the request and response are placed on file in the Land Bank office.

In accordance with the Freedom of Information Act MCL 15.231 *et seq.*, the FOIA Coordinator shall respond to the written request not more than five (5) business days after the request has been received and provide the fees for services as contained in this policy.

An Ingham County Land Bank employee who receives a written request that cites FOIA should immediately submit the request to the FOIA Coordinator.

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### Determination of Cost For Requests Made Under the FOIA Statute

- A. These are requests for non-certified copies of Land Bank records and documents for which the costs have not been established by the State statute, by order of the Court, or by the Ingham County Land Bank Fast Track Authority Board, and which are made under the Freedom of Information Act (FOIA). The cost for complying with each request will be calculated as follows:
- 1) The cost of documented time spent in research, retrieval, and copying the first page of the requested information shall be calculated by multiplying the hourly rate of the lowest paid employee capable of furnishing the information times the actual number of minutes spent performing these tasks.
  - 2) For multiple page documents which must be assembled, collated, or stapled, the cost shall be calculated by multiplying the hourly rate of the lowest paid employee capable of furnishing the information times the actual amount of time required to perform these tasks.
  - 3) The copy cost of each request shall be calculated by multiplying the number of pages by the per page copy cost incurred by the Land Bank.
  - 4) The cost of postage and mailing expenses shall be calculated by adding the actual cost of postage plus the cost of time required to prepare the document for mailing. The cost of the time required shall be calculated by multiplying the hourly rate of the lowest paid employee capable of furnishing the information times the actual number of minutes required to prepare the document of mailing.
- B. The employee's hourly rate and the cost of copying machine will be based on actual cost. The Executive Director shall determine the lowest paid employee capable of furnishing the information. The employee performing the actual service will be responsible for determining the actual number of minutes spent responding to each request.
- C. The following form shall be used to calculate costs associated with responding to FOIA requests.

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## FREEDOM OF INFORMATION ACT REQUEST

Date Requested: \_\_\_\_\_

Information Requested By: \_\_\_\_\_

Information Provided By: \_\_\_\_\_

Date Provided: \_\_\_\_\_

## Calculation of Cost

### Staff Time Cost:

Hourly rate of employee divided by 60 \$ \_\_\_\_\_ x

Minutes spent in research, retrieval, copying and mailing \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

### Copying Cost:

Number of pages \_\_\_\_\_ x

Actual Cost per page \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

### Mailing Cost:

Actual Postage \$ \_\_\_\_\_ +

Additional Mailing Materials \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

### Note:

- If the total cost of the request is less than \$1.00, the fee will be waived.
- The cost for time is calculated upon the hourly rate of the lowest paid employee capable of furnishing the information, as per the Freedom of Information Act, MCL 15.231 *et Seq.*