



Hudson Police Department

205 Railroad, Hudson, MI 49247

*Chief of Police
Ronald B Keck Jr*

*Phone: 517-448-8129
Fax: 517-448-8888*

Freedom of Information Request

Date of Request: _____

Incident Number: _____

Name: _____

Phone Number: _____

Address: _____

Email: _____

Information requested:

Report Number: _____

To be completed by Hudson Police Department:

Authorized by the Chief of Police: _____

Date sent to City Hall: _____

Total Due: _____

To be completed by Hudson City Hall:

Date Requester notified:

Amount Collected: _____

1st _____

2nd _____

3rd _____

FOIA released: Yes or No

FOIA reviewed and authorized by Hudson City Manager

Date

FOIA Fee Itemization Form

Component 1. Labor costs search, location, and examination of records

Enter the hourly wage of the lowest paid employee capable of performing the search, location and examination	\$26.66 Per hour	Total
Multiple the hourly wage by the fringe benefit multiplier of 150%	\$40.00	
Divide the resulting hourly wage by Four (4) to determine the charge per Fifteen (15) minute increment.	\$10.00	
Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate.	\$10.00 x _____	\$

Component 3. Non-paper physical media

Actual and most reasonably economical cost of:	Sub Total	Total
\$ _____ Flash Drives (x) number used	\$	
\$ _____ Computer Disc (x) number used	\$	
\$ _____ Other Media (x) number used	\$	
Total of Subtotal (carry to Total column)	\$	\$

Component 4. Paper copies

Actual total incremental cost of duplication (not including labor) up to a maximum of 10 cents per page	\$0.10 x _____	Total \$
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Component 5. Labor costs duplication, copying, and transferring records to non-paper physical media

Enter the hourly wage of the lowest paid employee capable of performing the search, location and examination	\$26.66 Per hour	Total
Multiply the hourly wage by the fringe benefit multiplier of 150%	\$40.00	
Divide the resulting hourly wage by Four (4) to determine the charge per Fifteen (15) minute increment.	\$10.00	
Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate.	\$10.00 x _____	\$

Waivers and Reductions

Subtract any fee waiver or reduction: <input type="checkbox"/> \$20 for indigency or nonprofit organizations <input type="checkbox"/> Any amount determined to be in the public interest <input type="checkbox"/> The reduction amount due to the late response of the public body _____ Days late (X) 5%	Sub Total	Total \$
Total expenses to be billed to requester		Grand Total \$