

**FOIA PROCEDURES AND GUIDELINES  
VAN BUREN CHARTER TOWNSHIP  
FIXED COST FEE SCHEDULE  
Adopted by Resolution 2015-38 (effective 1-1-2016)**

**PAPER COPIES:**

8 ½ X 11-Black and White	\$0.02 per page
8 ½ X 14-Black and White	\$0.02 per page
11 X 17-Black and White	\$0.02 per page
Sheets exceeding 11X17	\$0.18 per page

**NON-PAPER PHYSICAL MEDIA:**

CD/DVD w/sleeve	\$0.28 each
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**ELECTRONIC COPIES:**

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

**MAILING COST:**

Actual cost of mailing records in a reasonable and economical manner. The Township may charge for the least expensive form of postal delivery confirmation.

The Township will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

**WAVIERS AND REDUCTIONS:**

\$20.00 for indigency or nonprofit organizations as further described in the Procedures and Guidelines document.

**Fees will be reviewed on a yearly basis.**