Ann Arbor Downtown Development Authority Freedom of Information Act Policy

Pursuant to the Michigan Freedom of Information Act (FOIA) the Ann Arbor Downtown Development is entitled to establish a policy seeking reimbursement for costs incurred with honoring FOIA requests.

The following costs incurred in responding to a FOIA request shall be chargeable to each FOIA requester.

1. **Labor costs** incurred in searching, examining, reviewing, deleting, or separating materials will be charged where the nature of the request will result in an unreasonably high cost to the DDA. Unreasonably high cost means the need to search for, collect or appropriately examine a voluminous amount of separate and distinct public records pursuant to a single request and/or one or more staff members spend an inordinate part of their work day fulfilling a FOIA obligation, therefore impeding their ability to do their other tasks.

   Less than 2 hours  No charge
   2 hours or more  X hours of DDA FOIA Coordinator time X $X labor rate + X hours of labor by other staff X $X labor rate of lowest paid staff involved in document search

2. **In-house document duplication** costs are shown as follows. If the nature of the duplication necessitates duplication by an outside company, the cost to be invoiced will be the actual costs as incurred by the DDA:

   Copies:  $0.04 per 8 ½ X 11 page
            $0.08 per 8 ½ X 14 page

3. **Labor costs incurred in in-house document duplication**. For the purposes of copying only, the hourly wage of the lowest paid full time DDA employee capable of performing the work shall be the cost used to determine labor costs for duplication.

4. **Actual mailing costs**.