



The Charter Township of Shelby

F.O.I.A. Coordinator's Office

52700 Van Dyke Avenue
Shelby Township MI 48316

Email: FOIA@ShelbyTwp.Org

Phone (586) 726-7241
Fax (586) 726-9370

F.O.I.A. Requests – Fee Schedule

Copy Paper	\$.03 per sheet
16" x 24" Plan Copies:	\$ 2.00 per sheet
CD/DVD	\$ 0.19 each
Flash drive	Purchase price
Postage	Actual USPS Cost
Mileage	Current IRS Reimbursement Rate

Labor

General Requests

Research	\$29.03 per hour (20.78 wage + cost of fringe benefit)
Duplication	\$29.03 per hour (20.78 wage + cost of fringe benefit)
Redaction	\$29.03 per hour (20.78 wage + cost of fringe benefit)

Police Department

Research (records clerk)	\$30.33 per hour (21.87 wage + cost of fringe benefit)
Research (records mgr.)	\$41.33 per hour (30.97 wage + cost of fringe benefit)
Duplication (records clerk)	\$30.33 per hour (21.87 wage + cost of fringe benefit)
Duplication (records mgr.)	\$41.33 per hour (30.97 wage + cost of fringe benefit)
Redaction (records clerk)	\$30.33 per hour (21.87 wage + cost of fringe benefit)
Redaction (records mgr.)	\$41.33 per hour (30.97 wage + cost of fringe benefit)

Contracted labor costs

Are only permitted if Shelby Township does not have an employee capable of performing this work and cannot exceed \$60.60 per hour. You will be notified prior to processing this request if the contracted labor estimated cost is applicable.

Effective: July 1, 2024