

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY

POLICY

Effective Date: January 1, 2016
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Policy # A-

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Title

Freedom of Information Act

Purpose:

The purpose of the Michigan Freedom of Information Act (FOIA), Act 442 of 1976, MCL 15.231 *et seq.*, is to provide for public access to non-exempt Public Records of Public Bodies. Under FOIA, members of the public are entitled to review and/or copy Public Records.

Definitions

Public Record: A Public Record is defined as a writing prepared, owned, used, in the possession of, or kept by Lenawee Community Mental Health Authority ("LCMHA") in the performance of an official function, from the time it is created. Public Records do not include computer software.

Requestor: means the party that has submitted a request to the LCMHA for Public Records.

Records Exempt from Disclosure: Certain records do not have to be disclosed and therefore cannot be obtained with a FOIA request. For a complete and official list of records exempt from disclosure, see M.C.L. 15.243.

Examples of records that will not be disclosed include:

- a. Medical information protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA);
- b. Records and information exempt from disclosure by statute, such as birth, marriage, death and divorce records;
- c. Information of a personal nature that could clearly be an unwarranted invasion of an individual's privacy;

- d. Trade secrets or commercial or financial information voluntarily provided to the agency for use in developing governmental policy;
- e. Pending public bids to enter contracts;
- f. Records subject to the attorney-client privilege;
- g. Records subject to the physician-patient privilege;
- h. Medical counseling or psychological facts which would reveal an individual's identity;
- i. Social security numbers;
- j. Appraisals of real property to be acquired by the LCMHA;

If a Public Record contains both exempt and non-exempt material, the LCMHA must separate the exempt from the non-exempt material. When a portion of a document is designated exempt, the LCMHA must generally describe the material exempted to the best of its ability unless the description would reveal the contents of the exempt information.

Standards

All requests must be in writing and should be addressed to the FOIA coordinator.

- a. Receipt date of electronic requests: FOIA requests sent by fax, email or other electronic method are not deemed to be received by the LCMHA until one (1) business day after transmission. In the event a FOIA request by email is sent to the SPAM filter or junk-mail folder, it will not be deemed received until one (1) day after the LCMHA becomes aware of the message. The LCMHA must keep a record of the date a written request is delivered to its SPAM or junk-mail and the date it is discovered.
- b. The request must provide a description of the record being requested. Reasonable efforts must be made to ascertain what Public Records are being requested.
- c. Requestors may request documents on non-paper physical media, email, or other electronic format. The public entity does not have to comply with the request for non-paper media if it lacks the technology to do so.

Responding to a Request:

- a. A written response is required for all requests within five (5) business days from the date of receipt. The response must do one of the following:
 - i. Grant the request;
 - ii. Deny the request;
 - iii. Grant the request in part, and deny the request in part; or
 - iv. Issue a written notice extending the time for response to the request by not more than ten (10) business days. Only one (1) extension per request is allowed.
 - a. Extension notices must specify:
 - i. The reason for the extension; and
 - ii. Date by which the LCMHA will respond.
- b. Requestors must be allowed a reasonable opportunity for inspection of the records during usual business hours or copies must be supplied.
- c. A copy of all requests must be kept on file for one (1) year.

FOIA Request Fees:

- a. Mailing Costs: Limited to actual costs of the most economical manner of shipping. No charges for expediting or insurance are permitted unless specifically agreed to, in writing, by the Requestor.
- b. Copy Costs: Limited to actual cost of duplication, not including labor. The most economical means must be used, including double-sided copies, if available. The fee itemization form must state the price per sheet and total cost. Each 8½" x 11" or 8½" x 14" sheet of paper costs \$0.10.
- c. Labor Costs:

Cost for Searching, Locating and Examining Records:

1. Limited to costs directly associated with searching for, locating and examining records in order to respond to a request;

1. Fees must be charged in increments of 15 minutes, with partial increments rounded down;
2. Maximum hourly wage: Wage of the lowest-paid employee at the LCMHA capable of searching, locating, and examining Public Records, regardless of whether that person is available or actually performs the work.

Cost for Reviewing, Separating, and Deleting Exempt Information:

1. Fees must be charged in increments of 15 minutes, with partial increments rounded down;
2. The cost of redacting documents may not be charged if the LCMHA has previously redacted the same Public Record and the redacted version is still in the LCMHA's possession;
3. Maximum hourly wage: Wage of lowest-paid employee at the LCMHA capable of reviewing, separating, and deleting exempt information, regardless of whether that person is available or actually performs the work;
4. Contract labor may be used for this purpose. The fee for contract labor is calculated the same way as employee labor and may not exceed the wage of the lowest-paid employee of the LCMHA capable of reviewing, separating, and deleting exempt information. The name of the contract person or firm must be stated on the fee itemization form.
 - a. Total labor costs for contract labor may not exceed 6 times the state minimum hourly wage determined under section 4 of the Workforce Opportunity Wage Act, MCL 408.411 *et seq.*
5. Cost for Duplication or Publication:
 1. Includes making paper and non-paper copies;
 2. Fees must be charged in increments of your choice, with partial increments rounded down;
 3. Maximum hourly wage: Wage of lowest-paid employee of the LCMHA capable of duplication

or publication, regardless of whether that person is available or actually performs the work.

6. Cost for Fringe Benefits:

1. A multiplier of 50% may be added to labor costs for searching, locating, examining, reviewing, separating, deleting exempt information, duplication and publication;
2. A line item clearly noting the percentage must be stated on the fee itemization form;
3. The LCMHA may not charge more than the actual cost of the fringe benefits;
4. Overtime wages shall not be used in calculating the cost of fringe benefits.

7. Overtime:

1. Overtime may not be used in the calculation of labor costs unless specifically agreed to, in writing, by the Requestor.

d. Costs of Non-Paper Records:

- i. Costs are limited to the actual and most reasonable cost of computer discs, tapes, or other digital or similar media.

- e. This fee structure does not apply to Public Records prepared under an act or statute specifically authorizing the sale of those Public Records to the public, or if the amount of the fee for providing a copy of the Public Record is otherwise specifically provided for by law.

Guidelines and Procedure for Requiring a Deposit:

- a. A deposit may be required if the estimated fee for requested records will exceed \$50.00. The deposit may not exceed one-half ($\frac{1}{2}$) of the total fee estimate. Any request for a deposit must include a detailed itemization of the estimated fee. The response must also contain a good-faith non-binding estimate of the amount of time it will take the LCMHA to comply with the request.

- b. If a Requestor has failed to fully pay for a previous request, the LCMHA may require a 100% deposit for a later request if **all** the following apply:
 - i. The final fee for the prior written request was not more than 105% of the estimate;
 - ii. The Public Records requested were made available, contained the information being sought, and are still in the LCMHA's possession;
 - iii. The LCMHA answered in the required timeframe;
 - iv. Ninety (90) days have passed since the LCMHA notified the individual in writing that the Public Records were available for pick-up or mailing;
 - v. The Requestor is unable to show proof of payment; and
 - vi. The LCMHA has calculated a detailed itemization that is the basis for the current request.
- c. The LCMHA may not require a 100% deposit as above in subsection (b) if the Requestor:
 - i. Produces proof of payment; or
 - ii. Pays in full for the prior request; or
 - iii. Three hundred sixty-five (365) days have passed since the Requestor made the request that was not paid for.

Discounts with Proof of Indigence:

- a. A person requesting Public Records may have the first \$20.00 of fees waived if he/she produces an affidavit stating:
 - i. He/She is indigent and receiving public assistance; or
 - ii. He/She is indigent and stating facts showing an inability to pay costs due to indigence.
- b. Discounts must be fully noted on the fee itemization form.
- c. A Requestor may be ineligible for a discount if:

Failure to Timely Respond to a Request:

- a.** If a request is not timely answered and:
 - i.** the failure to answer is willful and intentional, or
 - ii.** the request conveys in the first 250 words that it is a FOIA request (using the words, characters, or abbreviation “freedom of information,” “information,” “FOIA,” “copy” or other appropriate reference). The reference could be on the front of an envelope, email subject line, letter, facsimile cover, etc.

Then:

- b.** Labor costs must be reduced by 5% for each day the response exceeds the time limit for answering, up to 50%. Charge reductions must be fully noted on the fee itemization form.
- c.** A failure to respond to a request will be deemed a denial of the request if either of the above criteria is responsible for the failure to respond.

Process for Appealing the Denial of a Request:

- a.** Appeals to the Compliance Coordinator of the LCMHA:
 - i.** If a person seeks appeal for the denial of a request for Public Records from the public entity:
 - 3.** All appeals must specifically state the word “appeal”; and
 - 4.** Identify the reason why the denial should be reversed; and
 - 5.** Appeals must be sent to the Compliance Coordinator of the LCMHA.
 - ii.** Within ten (10) days after receiving a written appeal, the Compliance Coordinator of LCMHA must:
 - a.** Reverse the disclosure denial;
 - b.** Issue a written notice upholding the denial; or
 - c.** Reverse the denial in part and uphold the denial in part.

iii. Under “unusual circumstances,” LCMHA may issue a notice extending the period for a response to the appeal by not more than ten (10) business days. Only one (1) extension may be issued.

a. “Unusual circumstances” means:

i. There is a need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct Public Records pursuant to a single request; or

ii. The need to collect the requested Public Records from numerous filed offices, facilities, or other establishments which are located apart from the particular office receiving and processing the request.

iv. If the Compliance Coordinator of LCMHA fails to respond to the appeal or denies the appeal, the Requestor may seek judicial review.

b. Judicial Appeals:

1. Civil actions can be commenced in the circuit court for Lenawee County where the office of LCMHA is located.

2. Appeals must be filed within one hundred eighty (180) days after the date of the denial.

3. If the requesting party prevails, the court must award reasonable attorneys’ fees, costs and disbursements. If LCMHA prevails, the court may, in its discretion, award all or part of its reasonable attorneys’ fees, costs and disbursements.

Process for Appealing Fees:

1. If a Requestor believes he/she has been charged a fee that is larger than that allowed by FOIA, he/she must first seek an appeal from the Compliance Coordinator of LCMHA.

2. Appeals to the Compliance Coordinator of LCMHA:

1. Appeals must:

ii. Be in writing;

- iii. State the word “appeal”;
 - iv. Identify how the required fee exceeds the amount permitted by FOIA;
 - v. Be addressed to the Compliance Coordinator of LCMHA.
- 3.** Within ten (10) business days after receiving a written appeal, the Compliance Coordinator of LCMHA must:

- a. Waive the fee;

Reduce the fee and issue a written determination explaining the reduction. Reductions in fees must be based on the requirements of FOIA. The determination must also include a certification from the Compliance Coordinator of LCMHA that states that the determination is accurate and the fee amount complies with the LCMHA publicly available FOIA policies and procedure;

- b. Uphold the fee and issue a written determination explaining the specific basis under FOIA supporting the fee. The determination must also include a certification from the Compliance Coordinator of LCMHA that states that the determination is accurate and the fee amount complies with the LCMHA publicly available FOIA policies and procedure.

4. Judicial Appeals:

- a. A Requestor may only seek judicial review for a FOIA fee he/she believes to be in excess of that allowed by FOIA if:
 - 1. The Compliance Coordinator of LCMHA fails to respond to his/her written appeal;
 - 2. He/She disagrees with the determination of the Compliance Coordinator of LCMHA.
- b. Actions must be commenced within forty-five (45) days of receiving the fee notice, or after the denial

of an appeal by the Compliance Coordinator of LCMHA.

- c. Civil actions can be commenced in the circuit court for the County of Lenawee where the office of LCMHA is located.

Disclaimer: This Freedom of Information Act Policy, Procedure and Guidelines is for information purposes only. To the extent that anything included in this Policy, Procedure and Guidelines may be or could be construed as inconsistent with the law, the law will control the LCMHA's responsibilities under the Freedom of Information Act.


Staff Approval:	4/12/16	Indicate Last Action Taken (✓):	
Board Approval:	4/20/16	Reviewed:	
Committee Approval:	4/28/16	Revised:	7/1/18
Full Board Approval:	4/28/16	Incorporated:	
		Rescinded:	
		Original Approval Date:	4/28/16
		Original Effective Date:	4/28/16
Executive Director			
Chairperson:			

Exhibit A **AWEE COMMUNITY MENTAL HEALTH AUTHORITY
FREEDOM OF INFORMATION ACT
PUBLIC SUMMARY**

This Summary is to help you file a Freedom of Information Act Request, understand the response from the Lenawee Community Mental Health Authority (“LCMHA”), and know your appeal rights.

- I. **Purpose:** The purpose of the Michigan Freedom of Information Act (FOIA), Act 442 of 1976, MCL 15.231 *et seq.*, is to provide for public access to non-exempt Public Records of Public Bodies. Under FOIA, members of the public are entitled to review and/or copy Public Records.
- II. **Definition of a Public Record:** A Public Record is defined as a writing prepared, owned, used, in the possession of, or kept by the LCMHA in the performance of an official function, from the time it is created. Public Records do not include computer software.
- III. **Additional Definitions:**
 - a. “Requestor” means the party (you) that has submitted a request to the LCMHA for Public Records.
 - c. **Records Exempt from Disclosure:** Some records do not have to be disclosed by the LCMHA and therefore, cannot be obtained with a FOIA request. For a complete and official list of records that Public Bodies are not required to disclose, see M.C.L. 15.243.

Examples of records that will not be disclosed include:

- a. Medical information protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA);
- b. Records and information exempt from disclosure by statute, such as birth, marriage, death and divorce records;
- c. Information of a personal nature that could clearly be an unwarranted invasion of an individual’s privacy;
- d. Trade secrets or commercial or financial information voluntarily provided to the agency for use in developing governmental policy;
- e. Pending public bids to enter contracts;
- f. Records subject to the attorney-client privilege;
- g. Records subject to the physician-patient privilege;

- h. Medical counseling or psychological facts which would reveal an individual's identity;
- i. Social security numbers;
- j. Appraisals of real property to be acquired by the LCMHA;

Note: Some Public Record may contain both material that must be disclosed (non-exempt) and material that does not have to be disclosed (exempt). If so, the LCMHA must separate the exempt from the non-exempt material. When a portion of a document is designated exempt, the LCMHA will generally describe the information that has been exempted unless a description would reveal the contents of the exempt information.

IV. Procedure for Requesting a Public Record:

- a. All requests must be in writing and addressed to:
LCMHA
Attn: FOIA Coordinator
Lenawee Community Mental Health Authority
1040 S. Winter Street, Suite 1022
Adrian, Michigan 49221
(517) 263-8905
- b. customerserv@lcmha.org Your request must provide as specific of a description of the record being requested as possible.
- c. There are fees associated with the copying of records. LCMHA will provide an itemized summary of these charges.
- d. Receipt date of electronic requests: FOIA requests sent by fax, email or other electronic method are not considered to be received by LCMHA until one (1) business day after it is sent. In the event a FOIA request by email is sent to the SPAM filter or junk-mail folder, it will not be considered received until one (1) day after LCMHA becomes aware of the message. LCMHA must keep a record of the date a written request is delivered to its SPAM or junk-mail and the date it is discovered.

V. Understanding the Response to Your Request:

- a. LCMHA will respond to your request, in writing, within five (5) business days from the date of receipt. The response will either:
 - 1. Grant the request;
 - 2. Deny the request;

3. Grant the request in part, and deny the request in part; or
4. Issue a written notice extending the time for response to the request by not more than ten (10) business days. Only one (1) extension per request is allowed.
 1. Extension notices will explain:
 - A. The reason for the extension; and
 - B. State a date by which LCMHA will respond to your request.
 - b. When a request is granted, the public entity may allow you to inspect the documents at the location of LCMHA during usual business hours. Alternatively, LCMHA may provide copies of the documents to you.

VI. FOIA Request Fees:

- a. There is a cost for requesting documents through FOIA. These fees are explained in this section. The total fees for processing your FOIA request will be provided to you on an itemized form.
- b. Mailing Costs: LCMHA will mail you documents in the most economical method available. No charges for expediting or insurance are permitted unless specifically agreed to, in writing, by you.
- c. Copy Costs: Each 8½" x 11" or 8½" x 14" sheet of paper costs \$0.10. Double sided copies will be used when possible. This cost does not include labor.
- d. Labor Costs:
 - i. Costs for Searching, Locating and Examining Records:
 1. This cost is limited to costs directly associated with searching for, locating and examining records in order to respond to your request;
 2. Fees will be charged in increments of 15 minutes, with partial increments rounded down;
 3. Maximum hourly wage: The wage of the lowest-paid employee at the LCMHA capable of searching, locating, and examining Public Records, regardless of whether that person is available or actually performs the work, will be used.

ii. Costs for Reviewing, Separating, and Deleting Exempt Information:

1. Fees will be charged in increments of 15 minutes, with partial increments rounded down;
2. Maximum hourly wage: The wage of lowest-paid employee at the LCMHA capable of reviewing, separating, and deleting exempt information, regardless of whether that person is available or actually performs the work, will be used;
3. Contract labor may be used for this purpose. The fee for contract labor is calculated the same way as employee labor and may not exceed the wage of the lowest-paid employee of the LCMHA capable of reviewing, separating, and deleting exempt information. The name of the contract person or firm will be stated on the fee itemization form.
 - A. Total labor costs for contract labor may not exceed 6 times the state minimum hourly wage determined under section 4 of the Workforce Opportunity Wage Act, MCL 408.411 *et seq.*

iii. Costs for Duplication or Publication:

1. Includes making paper and non-paper copies;
2. Fees will be charged in increments of your choice, with partial increments rounded down;
3. Maximum hourly wage: the wage of lowest-paid employee of the LCMHA capable of duplication or publication, regardless of whether that person is available or actually performs the work will be used.

iv. Costs for Fringe Benefits:

1. A multiplier of 50% will be added to labor costs for searching, locating, examining, reviewing, separating, deleting exempt information, duplication and publication;
2. A line item clearly noting the percentage will be stated on the fee itemization form;
3. LCMHA may not charge more than the actual cost of the fringe benefits;

4. Overtime wages shall not be used in calculating the cost of fringe benefits.
- v. Overtime:
 1. Overtime will not be used unless specifically agreed to, in writing, by you.
- e. Cost of Non-Paper Records:
 - i. Costs are limited to the actual and most reasonable cost of computer discs, tapes, or other digital or similar media.
 - f. This fee structure does not apply to Public Records prepared under an act or statute specifically authorizing the sale of those Public Records to the public, or if the amount of the fee for providing a copy of the Public Record is otherwise specifically provided for by law.

VII. Deposit Requirements:

- a. A deposit may be required if the estimated fee for your requested records will exceed \$50.00. The deposit will not exceed one-half ($\frac{1}{2}$) of the total fee estimate. Any request for a deposit must include a detailed itemization of the estimated fee. The response will also contain a good-faith non-binding estimate of the amount of time it will take the LCMHA to comply with your request.
- b. If you have failed to fully pay for a previous request, the LCMHA may require a 100% deposit for a later request if **all** the following apply:
 - i. The final fee for the prior written request was not more than 105% of any estimate given (if one was given);
 - ii. The Public Records requested were made available, contained the information being sought, and are still in the LCMHA's possession;
 - iii. LCMHA answered in the required timeframe;
 - iv. Ninety (90) days have passed since LCMHA notified you in writing that the Public Records were available for pick-up or mailing;
 - v. You are unable to show proof of payment; and
 - vi. LCMHA has calculated a detailed itemization that is the basis for the current request.

- c. LCMHA may not require a 100% deposit as above in subsection b. if you:
 - i. Produce proof of payment; or
 - ii. Pay in full for the prior request; or
 - iii. Three hundred sixty-five (365) days have passed since you made the request that was not paid for.

VIII. Discounts with Proof of Indigence:

- a. You may request the first \$20.00 of fees be waived if you produce an affidavit stating that:
 - i. You are indigent and receiving public assistance; or
 - ii. You are indigent and stating facts showing an inability to pay costs due to indigence.
- b. Discounts will be fully noted on the fee itemization form.
- c. You will be ineligible for a discount if:
 - i. You previously received discounted copies of Public Records from LCMHA two (2) times during the calendar year; or
 - ii. You request documents in conjunction with another party that is not indigent. A written statement attesting that the request is not in conjunction with another party may be required by LCMHA.
- d. If a request for indigence discount is denied, the reason must be specifically stated in the written response to the FOIA request.

IX. Process for Appealing the Denial of a Request: If your request is denied in whole or in part, and you do not believe the denial is supported by the law, you may seek an appeal.

- a. Appeals to the Compliance Coordinator of LCMHA:
 - i. If you appeal the denial of a request for Public Records from the public entity:
 - 1. All appeals must specifically state the word “appeal”; and
 - 2. Identify the reason why the denial should be reversed; and

3. Appeals must be sent to the Compliance Coordinator of LCMHA at:
Lenawee Community Mental Health Authority
1040 S. Winter Street, Suite 1022
Adrian, Michigan 49221
(517) 263-8905
 - ii. Within ten (10) days after receiving a written appeal, LCMHA must:
 1. Reverse the disclosure denial;
 2. Issue a written notice upholding the denial; or
 3. Reverse the denial in part and uphold the denial in part.
 - iii. Under “unusual circumstances” LCMHA may issue a notice extending the period for a response to the appeal by not more than ten (10) business days. Only one (1) extension may be issued.
 1. “Unusual circumstances” means:
 - A. There is a need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct Public Records pursuant to a single request; or
 - B. The need to collect the requested Public Records from numerous filed offices, facilities, or other establishments which are located apart from the particular office receiving and processing the request.
 - iv. If the Compliance Coordinator of LCMHA fails to respond to the appeal or denies the appeal, the Requestor may seek judicial review.
- b. Judicial Appeals:
- i. Civil actions can be commenced in the circuit court for the County of Lenawee.
 - ii. Appeals must be filed within one hundred eighty (180) days after the date of the denial.
 - iii. If you prevail, the court must award reasonable attorneys’ fees, costs and disbursements. If LCMHA prevails, the

court may, in its discretion, award all or part of its reasonable attorneys' fees, costs and disbursements.

X. Process for Appealing Fees:

- a. If you believe you have been charged a fee that is larger than that allowed by FOIA, you must first seek an appeal from the Compliance Coordinator of LCMHA.
- b. Appeals to the Compliance Coordinator of LCMHA:
 - i. Appeals must:
 1. Be in writing;
 2. State the word "appeal";
 3. Identify how the required fee exceeds the amount permitted by FOIA;
 4. Be addressed to the Compliance Coordinator of LCMHA.
 - ii. Within ten (10) business days after receiving a written appeal, the Compliance Coordinator of LCMHA must:
 1. Waive the fee;
 2. Reduce the fee and issue a written determination explaining the reduction. Reductions in fees must be based on the requirements of FOIA. The determination must also include a certification from the Compliance Coordinator of LCMHA that states that the determination is accurate and the fee amount complies with the LCMHA's publicly available FOIA policies and procedure;
 3. Uphold the fee and issue a written determination explaining the specific basis under FOIA supporting the fee. The determination must also include a certification from the Compliance Coordinator of LCMHA that states that the determination is accurate and the fee amount complies with LCMHA's publicly available FOIA policies and procedure.
- c. Judicial Appeals:
 - i. You may only seek judicial review for a FOIA fee you believe to be in excess of that allowed by FOIA if:

1. The Compliance Coordinator of LCMHA fails to respond to your written appeal;
 2. You disagree with the final determination of the Compliance Coordinator of LCMHA.
- ii. Actions must be commenced within forty-five (45) days of receiving the fee notice, or after the denial of an appeal by the Compliance Coordinator of LCMHA.
 - iii. Civil actions can be commenced in the circuit court for the County of Lenawee.

Disclaimer: This Freedom of Information Act Summary is for information purposes only. To the extent that anything included in this Public Summary may be or could be construed as inconsistent with the law, the law will control the LCMHA's responsibilities under the Freedom of Information Act.

Exhibit B

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY

FOIA REQUEST FEE ITEMIZATION FORM

I. Below find the itemized actual / estimated (cross out the option that does not apply) itemized costs for your FOIA request for public documents to the Lenawee Community Mental Health Authority.

	<u>Total No. of Pages</u>	<u>Cost Per Page</u>	<u>Total Cost</u>
Page Costs: 8½" x 11"	_____	\$0.10	\$ _____
14" 8½" x	_____	\$0.10	- \$ _____
electronic			- \$ _____
media			-

Subtotal for Pages: \$ _____
-

Mailing Costs:

	\$ _____
	- \$ _____
	-

Subtotal for Mailing: \$ _____
-

<u>Labor Costs:</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Cost</u>
Searching, Locating and Examining Records	\$ _____	_____	\$ _____ -
Reviewing, Separating and Deleting Exempt Information	\$ _____	_____	\$ _____ -

Name of Contractor (if applicable)

Duplication or Publication	\$ _____	\$ _____
	-	-
Subtotal for Labor:		\$ _____
		-
Labor Multiplier of 50% for fringe benefits:		\$ _____
	Labor Total:	\$ _____
		\$ _____
GRAND TOTAL:		<u>\$ _____</u>

II. The following documents are available on the Lenawee Community Mental Health Authority's website at www.lcmha.org.

If you would like to request hard copies of documents on the website, please check-off the boxes next to the documents that you would like to request a hard copy of:

- Brochures/Notices (please specify)
- Annual Report (specify year)
- LCMHA Board/Committee Minutes (please specify)
- Lenawee Collective Impact Minutes
- Recipient Rights Information
- Suicide Prevention Plan
- Substance Abuse Disorder information

You may request copies of these documents for an additional cost of \$_____ by checking off the box below.

- Yes, I would like to request copies of the documents I have indicated above. I understand that these documents are publicly available on the Lenawee Community Mental Health Authority's website and that there is an additional charge for copies of these documents.

Date: _____

Signature

Print Name: _____