



White Lake Township Police Department
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FOIA COST SUMMARY
 Revised July 1, 2023

PAPER COPIES (Per Sheet)	
8 1/2" x 11" (Black and White)	\$0.10
8 1/2" x 11" (Color)	\$0.17

NON-PAPER PHYSICAL MEDIA	
DVD	\$0.36
CD	\$0.20
Flash Drive	\$4.20
Hard Case	\$0.52
Soft Case	\$0.08

LABOR COSTS PER HOUR (Charged in .25 hr increments)

In accordance with MCL 15.234, labor costs will not exceed the hourly wage of the lowest-paid employee capable of performing searching, locating, examining, and redacting tasks, plus up to 50% as a fringe benefit multiplier.

ASSOCIATED SHIPPING SUPPLIES & COSTS	
Envelope	\$0.10
6 x 9 Envelope	\$0.11
9 x 12 Envelope	\$0.19
5162 Label	\$0.01

POSTAGE				
6 x 9 Envelope		9 x 12 Envelope		
1 oz	\$0.63	1 oz	\$1.26	
2 oz	\$0.87	2 oz	\$1.50	
3 oz	\$1.11	3 oz	\$1.74	
4 oz	\$1.35	4 oz	\$1.98	
*Each additional ounce, add \$0.24				

Paper copies: Copies will be double-sided when available and cost less.

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

Mailing costs: The actual cost of mailing records in a reasonable and economical manner. The Department may charge for the least expensive form of postal delivery confirmation. The Department will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requester.