

Freedom of Information Act Request Form

Attention! Architectural drawings, such as house plans and blue prints may be the proprietary property of certified engineers/architects. While we may be required by law to provide them, you may be in violation of copyright laws by receiving them in this fashion.

Full Name: \_\_\_\_\_

Organization: \_\_\_\_\_ if applicable \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Pursuant to the Michigan Freedom of Information Act, being Act 442, Public Acts of 1976, as amended, I hereby request that the following records be made available to me to inspect, copy or receive copies of: (Describe the specific record(s) you seek with enough detail so that a knowledgeable official of the activity may locate the record with a reasonable amount of effort. Please include date of incident, location of incident, report number, etc.) Use, and attach, additional sheets of paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
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Note 1: Detail should include a description of the event on which you seek information, when the event occurred, etc. The more information provided, the better we will be able to locate the information you seek.  
Note 2: The Freedom of Information Act is not an investigative arm, nor can it respond to requester's questions. The FOIA only provides you the right to request Federal Government records from specific documents, records and files of the Federal Government and after receipt of that information; you must then draw your own conclusions and take action as appropriate.

Request to: Inspect  Receive Copy  Pick-up  Mail

Fees:  
Charges may include the hourly wage of the lowest paid employee capable of performing the search, the cost of copying and retrieval of offsite records plus postage, if applicable. If research and copying costs exceed \$50, a good faith deposit of no more than 50% of the estimated final cost may be required.

\_\_\_\_\_ I am willing to pay fees for this request. If you estimate the fees will exceed \$ \_\_\_\_\_  
Please stop your work and advise me how much it will cost to process.

The Village has five (5) business days to respond to the request if submitted in person or through the mail and six business days to respond if the request is submitted electronically (not counting the day the request is received). If necessary, the Village may issue a ten-day extension, which allows ten additional business days to search for the requested information.