2009 Township Drive Commerce Township, MI 48390 Phone: (248) 624-0110

Request Form Note: Requestors are not required to use this form. The Township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

For Township us	se only:	
Request No.:	Date Received:	Check if received via: Email Fax Other Electronic Method
	Verbal Request	Date delivered to junk/spam folder:
		Date <u>discovered</u> in junk/spam folder:
(Please Print or Type)		
Name		Phone
Firm/Organization		Fax
Street		Email
City		State Zip
Request for:	□ Copy □ Certified copy	□ Record inspection □ Subscription to record issued on regular basis
Delivery Method:	🗆 Will pick up 🛛 🗆 Will make	own copies onsite 🛛 🗆 Mail to address above 🔅 🗆 Email to address above
□ Deliver on digita	al media provided by the Township:	

Note: The Township is not required to provide records in a digital format or on digital media if the Township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Requestor's Signature	Date
Voluntary Consent to Non-Statutory Extension of Township's Response Time I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the M Information Act, Public Act 442 of 1976, MCL 15.231, <i>et seq.</i> I understand that the Township must respond to this request with days after receiving it, and the Township is permitted a statutory extension of 10-business days. However, I voluntarily agree an the Township's statutory response time to this request by (days), or until: (month, day, year	nin five (5) business d stipulate to extend
Requestor's Signature	Date

Records Located on Website

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges for redacting (*separating exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must, in its written response, notify the requestor that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Stipulated Request for Copies/Duplication of Records Already Available on Township Website

I am requesting that the Township make copies of all records requested, including those already available on the Township website, and deliver them to me via the method that I have indicated above on this Form. Therefore, I hereby understand and stipulate that some additional FOIA fees may apply.

Requestor's Signature	Date			
Overtime Labor Costs				
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.				
	Consent to Overtime Labor Costs			
I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the fo				
1. Labor to copy/duplicate 2. Labor to locate 3. Labor to redact 4. Contract labor to redact				
5. Labor to copy/duplicate records already on Township's website				
Requestor's Signature	Date			
Request for Discount: Indigence				
A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each				
request by an individual who is entitled to information under this act and who:				
1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR				
2) If not receiving public assistance, states facts showing inability to pay the cost because of indigence.				
If a requestor is ineligible for the discount, the Township shall inform the requestor specifically of the reason for ineligibility in the	Township's written			
response. An individual is ineligible for this fee reduction if ANY of the following apply:	•			
(i) The individual has previously received discounted copies of public records from the Township twice during that ca	lendar vear, or			
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or				
to the individual to make the request. The Township may make available an affidavit form, and may require a statement by the requestor				
in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.				
Office Use: Affidavit Received Eligible for Discount Ineligible for Discount				
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:			
I all submitting an annuavit and requesting that receive the discount for indigence for this POIA request.	Dale.			
Requestor's Signature:				
Request for Discount: Nonprofit Organization				
A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00	of the fee for each			
request by a nonprofit organization formally designated by the State to carry out activities under subtitle C of the Federal Developmental Disabilities				
Assistance and Bill of Rights Act of 2000, and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the				
	St Theets ALL OF the			
following requirements:				
(i) Is made directly on behalf of the organization or its clients,				
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code,				
1974 PA 258, MCL 330.1931, and				
(iii) Is accompanied by documentation of its designation by the State, if requested by the Township.				
Office Use: Documentation of State Designation Received Deligible for Discount Ineligible for Discount				
I affirm that I am a designated agent for the nonprofit organization authorized in making this FOIA request and that this request	Date:			
is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and				
provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:				