County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Montcalm County Eureka Charter Township 9322 S. Greenville Road Greenville, MI 48838 Phone: 616-754-5053 Email: eurekatp@yahoo.com

**Request Form** Note: Requestors are not required to use this form. The county 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.

Request No.:	Date Received:	Check if received via:	Email	Fax Other Electronic Method	
Name			Phone		
Firm/Organization			Fax		
Street			Email		
City		State	Zip		
(Please Print or Type)		Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> in junk/spam folder:			
Request for:	Copy Certified copy	Record inspection	Subscription to	record issued on regular basis	
<b>Delivery Method:</b> Deliver on digital r		ke own copies onsite Mail f	to address abov		
<b>Note:</b> The County is not required to provide records in a digital format or on digital media if the county does not already have the technological capability to do so. <b>Describe the public record(s) as specifically as possible.</b> You may use this form or attach additional sheets:					
Information Act, Public after receiving it, and th	v of records or a subscription to re Act 442 of 1976, MCL 15.231, <i>et</i> at response may include taking a equest until:	-Statutory Extension of County's R ecords or the opportunity to inspect re seq. I understand that the county mus 10-business day extension. However (month, day, year).	cords, pursuant t st respond to this	request within five (5) business days	

Date

Records Located on Website						
If the county 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 to redact (separate exempt information from non-exempt information)						
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 county must notify the requestor in its written response 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 county 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 county 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 county must provide the public records in the specified format (if the county 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.						
Request for Copies/Duplication of Records on County Website I hereby stipulate that, even if some or all of the records are located on a county website, I am requesting that the county make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.						
Requestor's Signature	Date					
Overtime Labor Costs	<u>.</u>					
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor the detailed cost itemization form.	and clearly noted on					
Consent to Overtime Labor Costs						
I hereby agree and stipulate to the county using overtime wages in calculating the following labor costs as itemized in the following1.Labor to copy/duplicate2.Labor to locate3a.Labor to redact3b.Contract labor to6b.Labor to copy/duplicate records already on county's website						
Requestor's Signature	Date					
<ul> <li>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: <ol> <li>Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</li> <li>If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</li> </ol> </li> <li>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: <ol> <li>The individual has previously received discounted copies of public records from the same public body twice during that calendar year,</li> <li>The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body 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.</li> </ol> </li> </ul>						
Office Use: Affidavit Received Eligible for Discount Ineligible for I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Discount Date:					
	Date.					
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 request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental E Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request m	Disabilities					
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, 1074 DA 258, MCL 230 1031						
1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the county.						
Office Use: Documentation of State Designation Received Eligible for Discount Ineligib	ble for Discount					
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made	Date:					
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:						
Requestor's Signature:						
(Created by Michigan Townshins Association, April 2015						

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