

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

# OCEOLA TOWNSHIP

**Request Form**

*Note: Requestors are not required to use this form. The Clerk 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

Date delivered to junk/spam folder: \_\_\_\_\_

*(Please Print or Type)*

Date discovered in junk/spam folder: \_\_\_\_\_

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City/Township	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 digital media provided by the Township:

**Note:** Township not required to provide records in a digital format or on a digital media if records not already in that form or the Township does not have the technological capability of doing so.

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


<b>Requesting Person's Signature</b>	<b>Date</b>
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**Records Located on Website** *(Complete both sides)*

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 to redact (*separate exempt information from non-exempt information*).