

FOIA REQUEST FOR PUBLIC RECORDS

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

Print or Type:

Name:	Phone:
Firm/Organization:	Fax:
Street Address:	E-mail:
City/State/Zip:	

Request Type

Delivery Method

Copy <input type="checkbox"/>	Will pick up <input type="checkbox"/>
Certified Copy <input type="checkbox"/>	Mail to address above <input type="checkbox"/>
Record Inspection <input type="checkbox"/>	E-mail to address above <input type="checkbox"/>
Subscription to record issued on regular basis <input type="checkbox"/>	Deliver on digital media provided by the RC <input type="checkbox"/>

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

Consent to Non-Statutory Extension of County's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the Road Commission must respond to this request within five (5) business days after receiving it, and that response may include taking a 10 business day extension. However, I hereby agree and stipulate to extend the County's response time for this request until:

Requester's Signature *Date*

For Office Use Only

Requets No. _____ Date: _____

Received Via: Mail In Person Fax E-mail Other Electronic Method

Date Discovered: _____ Date Delivered: _____

Road Commission: Keep original and provide a copy of both sides, along with Public Summary, to requester at no charge.
Note: Requesters are not required to use this form. The Road Commission may complete one for recordkeeping if not used.

Records Located on Website

If the Road Commission 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).

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 Road Commission must notify the requester in its written response that all or a portion of the requested information is available on the 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 Road Commission 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 requester of the additional charge to receive copies of the public records that are available on its website.

If the Road Commission has included the website address for a record in its written response to the requester and the requester thereafter stipulates that the public record be provided to him or her in a paper format (if the Road Commission 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 Record on Road Commission Website

I hereby stipulate that, even if some or all of the records are located on the Road Commission website, I am requesting that the Road Commission make copies of those records on the website and deliver them to me in the format I have requested on Page 1. I understand that some FOIA fees may apply.

Requester's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated to by the requester and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the Road Commission using overtime wages in calculating the following labor costs as itemized in the following categories:

- | | | | |
|-------------------------|--------------------------|--|--------------------------|
| Labor to copy/duplicate | <input type="checkbox"/> | Contract labor to redact | <input type="checkbox"/> |
| Labor to locate | <input type="checkbox"/> | Labor to copy/duplicate records already on the | <input type="checkbox"/> |
| Labor to redact | <input type="checkbox"/> | Road Commission website | |

Requester'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 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, stating facts showing inability to pay the cost because of indigence.

If a requester is ineligible for the discount, the public body shall inform the requester 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:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) 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 requester in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request.

Requester's Signature

Date

For Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

Request for Discount: Non profit Organization

A public record must be made and a copy of a public record must be furnished without charge for the first \$20 of the fee for each request by a nonprofit organization formally designated by the State to carry out activities under a subtitle C of the 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 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.
- (iii) Is accompanied by documentation of its designation by the State, if requested by the Road Commission.

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request 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:

Requester's Signature

Date

For Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount