



FOIA REQUEST #: _____
RECEIVED BY: _____

Freedom of Information Act Request

(You may request a copy of a document or access to view a document as long as it is not exempt under the Michigan Freedom of Information Act PA 442 of 1976, MCL 15.231. You will receive a response to this request within five (5) working days)

REQUEST: IN-OFFICE or ATTACHED LETTER *(Circle one)* | POLICE or NON-POLICE *(Circle one)*

DATE REQUESTED:

NAME:

ORGANIZATION:

ADDRESS:

PHONE # /EMAIL:

In making this request I, the requester, affirm that I am not requesting documents related to any civil action against the Village in which I am a party, or by the Village against myself, and I am not acting on behalf of such a party involving the records I am requesting at this time. I agree to pay all allowable fees and costs under F.O.I.A. (If you can show documentation that you, the requester, are receiving public assistance the fee may be waved up to the first \$20. If you can provide a sworn statement of other facts showing inability to pay due to indigence, fees may be waved in their entirety)

Signature: _____ Date: _____

Copies for documents are charged at the rate of ten cents (\$.10) per black/white, 8.5"x11" page printed; other sizes see reverse side. Costs will be charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according the Village's FOIA Policies and Guidelines.

Pick up: ☐

Mail: ☐

FOR POLICE DOCUMENT(s), PLEASE PROVIDE THE COMPLAINT # *(If Known)*

PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE THE DOCUMENTS YOU WISH TO VIEW OR OBTAIN COPIES OF:

(Add attachments as necessary)

FOIA DOCUMENT RELEASE-VILLAGE RESPONSE:

- ☐ Approved: *(see reverse side for justification and list of documents)*
- ☐ Partially Approved/Denied: *(see reverse side for justification and list of documents)*
- ☐ Denied: Pursuant to Public Act 442 of 1976 *(see reverse side for justification and list of documents)*
- ☐ Extension: Under Public Act 442 of 1976, Sec. 5(2) (d), the Village will need 10 extra business days.
(until _____)

Village of Dundee
350 W. Monroe Street, Dundee, MI 48131
(734)-529-3430
www.dundeevillagemi.gov

RIGHT TO APPEAL: *(In the event that all or part of your request is denied, you may take the following actions)*

(i) Submit to the Village Manager a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial; or

(ii) Seek judicial review of the denial under section 1- of the Freedom of Information Act. To do so, you must commence an action in the Monroe County Circuit Court to compel the disclosure of the public records within 180 days after the Village's final determination to deny the request.

Method of Village Response:

Phone: ☐ Mail: ☐ Email: ☐

Date of Initial Village Response:

Reviewed By:

Cost Estimate:

Documents Provided:

Date Documents Provided/Mailed:

--

Documents Partially Approved/Denied:

Denial Justification:

Cost Breakdown:

Materials:

\$0.10	per	8.5"	x	11.5"	Black-White	\$0.20	per	8.5"	x	14"	Color
\$0.20	per	8.5"	x	11.5"	Color	\$0.15	per	11"	x	17"	Black-White
\$0.10	per	8.5"	x	14"	Black-White	\$0.25	per	11"	x	17"	Color
\$3.00	per				USB flash drive	\$5.00	per	24"	x	36"	Black-White
	per				OTHER						

Personnel Costs:

(Hourly Rate) (# of Hours) (Costs)
 x =

GRAND TOTAL:

--

--

PAID DATE