

[illegible]

The appeal must specifically identify how the required fee(s) requested for the records exceed the amount permitted. You may cite specific information on your original FOIA Request for Public Records, the Detailed Cost Itemization Form provided to you, the Michigan Freedom of Information Act (Public Act 442 of 1976) or the Village website Public Summary of FOIA Policy page and drop down menus to document in what ways the fees are excessive.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Requester: The Village must provide a response to this FOIA Fee Appeal within 10 business days after receipt of the form. The Village response may be either making a determination regarding the Fee Appeal or taking a 10 business day extension to provide an answer to the requester's appeal of the fee.

Village Extension

Village Extension Explanation (continued):

Village Determination (FOIA Coordinator: Insert date decision(s) made) : _____ **Fee Waived** _____ **Fee Reduced** _____ **Fee Upheld**

Written Basis for Determination:

Date Requester was Notified of Determination (To be completed by FOIA Coordinator):

On (date) _____ **the requester was Informed of the Village decision by** _____ **Phone OR** _____ **Email**
AND a copy of all pages of this form was provided to requester on (date) _____ **by FOIA Coordinator.**

If you have questions regarding this form, please contact the Village FOIA Coordinator/Village Clerk by email at bearlakeclerk@gmail.com or call 231-970-2066.

Notice of Requester’s Right to Seek Judicial Review	
You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee to the Village Council if you believe the amount exceeds the amount permitted under the Village’s written Procedures and Guidelines or the FOIA Act. You also have the right to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination in the matter after an appeal to the Village Council. If a civil action is commenced in court, the Village is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Village required a fee that exceeds the permitted amount, the court shall reduce the fee to a permissible amount.	
Requester’s Signature:	Date: