

FOIA Request

Requests for City records: City Clerk, 805 St. Clair River Drive, Algonac, MI 48001.

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Describe the requested public record(s) as specifically as possible.

Requesting:

- Copies
- On-Site Inspection
- Subscription to record issued on regular basis
- Certified Copies

Delivery Method:

- Will Pick Up
- Will inspect onsite
- Mail to address above
- Other _____

I AGREE TO THE FOLLOWING:

- All or some of the records requested may be available on the City website. I will pay the applicable additional charge (if any) for the City to provide me with copies of those records. (The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.)
- I will pay the extra cost for single-sided copies.
- I agree to pay the extra cost for employee overtime to fill this request more expediently.
- I prefer to obtain the requested records for a pre-set fee established for providing a City service rather than go through the FOIA process. I understand this fee will be \$_____.
- I understand that this request may take longer than the time allowed under state law. Therefore, I have agreed that the deadline for filling this request will be extended to: _____.

Signature: _____ Date: _____

INTERNAL USE ONLY: Date Received: _____ Date Due: _____ Estimated Cost: _____