## City of Albion, Calhoun County 112 Cass Street

112 Cass Street Albion, MI 49224 Tel: (517) 629-5535

## FOIA Request for Public Records Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Name:		Phone:
Firm/Organization:		Fax:
Street:		Email:
City:	State:	Zip:
Request No.:	Date Received:	Check if received via □ Email □ Fax □ Other Electronic Method Date <u>delivered</u> to junk/spam folder:
Date of This Notice: _		Date discovered in junk/spam folder:
Request for:   Co	py   Certified Copy	☐ Record inspection ☐ Subscription to record issued on regular basis
=	Will pick up ☐ Will mannedia provided by the City:	ake own copies onsite   Mail to above   Email to address above
<b>Note:</b> The City is not the technological cape	-	in a digital format or on digital media if the City does not already have
Describe the public r	ecord(s) as specifically as j	<b>possible.</b> You may use this form or attach additional sheets:

Consent to Non-Statutory Extension of City'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 City 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 City's response time for this request until:			
(month, day, year).			
Requestor's Signature Date:			
Records Located on Website			
If the City 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 City must notify the requestor in its written response that all or a portion of the requested information is			
available on its 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 City 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 requestor of the additional charge to receive copies of the public records that are available on its			
website.			
If the City has included the website address for a record in its written response to the requestor and the requestor			
thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital			
media, the City must provide the public records in the specified format (if the City 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 of Records on City Website			
I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City			
make copies of those records on the website and deliver them to me in the format I have requested above. I understand			
that some FOIA fees may apply.			
Requestor's Signature Date:			
Overtime Labor Costs			
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the			
requestor and clearly noted on the detailed cost itemization form.			
Consent to Overtime Labor Costs			
I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the			
following categories:			
1. □ Labor to copy/duplicate 2. □ Labor to locate 3a. □ Labor to redact 3b. □ Contract labor to redact			

Date:

**6b.** □ Labor to copy/duplicate records already on City's website **Requestor's Signature**