

CHARTER TOWNSHIP OF SHELBY
FREEDOM OF INFORMATION REQUEST

Name: _____ Date: _____

Address: _____

Phone: _____

The FOIA requires a public body to give copies of **documents** to the requestor. Description of documents requested. (Please make as detailed as possible.)

Copying Options: (Please check one):

Please provide a copy of the requested record.

Please allow me the opportunity to inspect the requested public records prior to copying.

NOTE: You will be charged for labor even if you do not want a copy of the documents.

Mailing Options: (Please check one):

Call me at the number above so I can pick the documents up.

Mail the documents to me. (You will be charged postage.)

Email the response to me if possible.

Fax the results to me at _____. (You will be billed for charges incurred.)

Payment: (Please check one):

I understand that the public body will charge me a fee for copying, searching, reviewing, mailing, separating and deleting exempt material.

Attached is an affidavit of indigency. Please furnish the records without charge for the first \$20.00 of the required fees.

I understand that the Freedom of Information Act requires the public body to have a response in 5 business days, but may request an extension of 10 additional days if needed.

SIGNATURE

APPROVAL