Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

## Grayling Charter Township, Crawford County 2090 Viking Way, PO Box 521 Grayling, MI 49738 Phone: (989) 348-4361

Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

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

Request No.: Date Received:	Check if received via: □ Email □ Fax □ Other El	ectronic Method	
(Please Print or Type)	Date discovered in junk/spam folder:	_	
Name	Phone		
Firm/Organization	Fax		
Street	Email		
City	State Zip		
Request for: ☐ Copy ☐ Certified copy ☐ Reco	ord inspection   Subscription to record issued on bies onsite   Mail to address above   Email to	regular basis address above	
☐ Deliver on digital media provided by the township:			
<b>Note:</b> The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.			
Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:			
	·		
Consent to Non-Statutory Extension of Township'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 township 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 township's response time for this request until: (month, day, year).			
Requestor's Signature		Date	

Records Located on Website  If the township directly or indirectly administers or maintains an official internet presence, any public records available to the gener internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-einformation).	scompt	
If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, to notify the requestor in its written response that all or a portion of the requested information is available on its website. The written degree practicable in the specific instance, must include a specific webpage address where the requested information is available cost itemization form, the township must separate the requested public records that are available on its website from those that are the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its	. On the detailed e not available on	
If the township has included the website address for a record in its written response to the requestor and the requestor thereafter public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not actual costs of providing the information in the specified format.  Request for Copies/Duplication of Records on Township Website  I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township mare records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may applied.	to exceed the	
Requestor's Signature	Date	
Overtime Labor Costs	1	
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  1 hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following labor to copy/duplicate  2.   Labor to locate  3a.   Labor to redact  3b.   Contract labor to be.  Labor to copy/duplicate records already on township's website	wing categories: o redact	
Requestor's Signature	Date	
Request for Discount: Indigence  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:  1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR  2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.  If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:  (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,  (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.  Office Use:   Affidavit Received   Eligible for Discount   Ineligible for Discount		
Office Use: Affidavit Received Beligible for Discount Ineligible for Discount	Date:	
Requestor's Signature:		
Request for Discount: Nonprofit Organization  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request following requirements:  (i) Is made directly on behalf of the organization or its clients.  (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental 1974 PA 258, MCL 330.1931.  (iii) Is accompanied by documentation of its designation by the state, if requested by the township.	meets ALL of the	
Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Inelig		
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	Date:	
Requestor's Signature: (Created by Michigan Townships Association, April 2015)		