Meridian Township FOIA Public Record Request Form

5151 Marsh Rd., Okemos, MI 48864
t) 517.853.4300 f) 517.853.4096
www.meridian.mi.us

FOR TOWNSHIP STAFF ONLY:

Name (Please Print or Type) Phone

Firm/Organization F

Street Email

City State Zip

Request No.: _____ Date Received: _____ Request received via Email Fax Letter In person

(If Request was via Email: Date delivered to junk/spam folder: _____ Date discovered in junk/spam folder: _____)

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

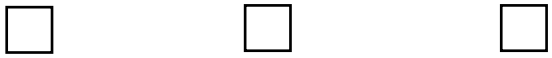
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above

Deliver on digital media provided by the township: _____

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Consent to Non- – ƒ – — – ‘ ” › š – ‡ • • ‹ ‘ • ‘ ^ ‘ ™ • • Š ‹ ’ ï • ‡ • ’ ‘ • • ‡ ‹ • ‡

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 ex – ‡ • † – Š ‡ – ‘ ™ • • Š ‹ ’ ï • ” ‡ • ’ ‘ • • ‡ – ‹ • ‡ ^ ‘ ” – Š ‹ •

_____(*month, day, year*).

‡ “ — ‡ • – ‘ ” ï • ‹ ‰ • ƒ – — ” ‡	Date