

CITY OF GROSSE POINTE WOODS, MICHIGAN

20025 Mack Plaza Drive

Grosse Pointe Woods, Michigan 48236-2397

Telephone: (313)343-2440; Fax: (313)343-5667

REQUEST FOR PUBLIC RECORD

FREEDOM OF INFORMATION ACT

(a/k/a FOIA – BOOKLET AVAILABLE ON REQUEST)

Authority: MCL 15.231, et seq

A person desiring to inspect or receive a copy of a public record must give WRITTEN REQUEST for the public record to the FOIA coordinator. A written request may be made by facsimile, electronic mail, or other electronic transmission, but it is not considered to have been received by the FOIA coordinator until one business day after the electronic transmission is made.

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Grosse Pointe Woods' approved FOIA policy, I am submitting 50% of the estimated total costs, (if the estimated fee exceeds \$50) and confirm the balance of the fees incurred will be paid before the public record(s) are released to me. **I understand the city must respond to my request within five (5) business days after it is received.** The city must grant or deny all, or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the city must respond to my request.

TELEPHONE: _____ SIGNATURE: _____

E-MAIL: _____ PRINT NAME: _____

DATE FILED: _____ ADDRESS: _____

Written filing ()

Electronic filing ()

CITY/STATE/ZIP: _____

DESCRIPTION OF PUBLIC RECORD(S) REQUESTED: Describe in detail the information being requested. PLEASE BE SPECIFIC. If the request is unclear, it could prevent the city from providing the information:

SELECT SERVICE WANTED:	TOPIC	ACTUAL COSTS \$	ESTIMATED COSTS \$
I	INSPECTION ONLY: Except for labor costs, if any, no fee will be charged to inspect a public record. Applicant will be given reasonable facilities during regular office hours to inspect and/or copy, subject to reasonable precautions.	NO CHARGE	NO CHARGE
II	SIX-MONTH SUBSCRIPTION: Applicant wishes to subscribe for six months to future public records created on a regular basis. The subscription is renewable and covers costs of copying and mailing.	\$25.00	N/A
III	COPIES OF DOCUMENTS REQUESTED: Call City Clerk (313 343 2440) for fees & costs regarding a copy of a public record. PICK UP() MAIL ()		