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

City of Caro 317 S State St Caro MI 48723-1725 Phone: 989-673-7671

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 RecordsMichigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: Date	Received:	Check if received via: Date delivered to junk/s		Other Electronic Method
(Please Print or Type)		Date <u>discovered</u> in junk		
Name			Phone	
Firm/Organization			Fax	
Street			Email	
City		State	Zip	
Request for:	Certified copy Reco	rd inspection Su	ubscription to recor	d issued on regular basis
Delivery Method: Will pick Deliver on digital media prov				
Note: The City is not required to precapability to do so.	rovide records in a digital for	mat or on digital media il	f the <i>City</i> does not a	already have the technologica
Describe the public record(s) as	specifically as possible. Y	ou may use this form or	attach additional sl	neets:
I have requested a copy of records or a Information Act, Public Act 442 of 1976 days after receiving it, and that respon City's response time for this request ur	5, MCL 15.231, <i>et seq</i> . I unders se may include taking a 10-bus	opportunity to inspect recostand that the City must resisiness day extension. Howe	ords, pursuant to the lipond to this request v	within five (5) business
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.					
on the website and deliver them to me in the format i have requested above. I didderstand that some POIA lees 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					
6b. Labor to copy/duplicate records already on township's website					
Requestor's Signature	Date				
Troquotor o dignataro	Duto				
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 the					
(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	Discount				
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	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 th					
request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities					
Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the					
following requirements: (i) Is made directly on behalf of the organization or its clients					
(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 Health Code,					
1974 PA 258, MCL 330.1931.					
(iii) Is accompanied by documentation of its designation by the state, if requested by the City.					
	le for Discount				
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	Date:				
those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:					
Requestor's Signature:					