

Notice to Extend Response Time for FOIA Request
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 Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(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 _____ 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 City: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact
_____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame estimate is nonbinding upon the township, but the City is providing the estimate in good faith. Providing an
estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

_____ 1. The City needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct
public records pursuant to your request. Specifically, the City must:

_____ 2. The City needs to collect the requested public records from numerous field offices, facilities, or other establishments that are
located apart from the City office. Specifically, the City must coordinate documents from the following locations:

_____ 3. Other (describe):

Signature of FOIA Coordinator:

Date: