

## FREEDOM OF INFORMATION ACT REQUEST FORM

Date of request:	
Name of requestor:	
Address:	
City/State/ZIP:	
Telephone #:	
Signature:	
Description of records requested (attach additional sheets if necessary):	
** TOWNSHIP USE ONLY **	
Request received by:	
Date received:	
Request forwarded to:	
Date request completed:	
Signature:	

### FEES

Duplication fees: \$.10 per copy X _____ copies	=	
Mailing costs (envelope, postage, fax fees, etc.)	=	
Labor fees: \$ _____ X _____ hours	=	
Other fees (provide detail): _____	=	
TOTAL COST FOR INFORMATION REQUEST		\$ _____

*In accordance with Michigan's Freedom of Information Act (PA 442 of 1976, as amended) the Township of Holton will reply to a request for a public record as soon as practical, but not more than five (5) business days after receiving a request. However, under certain circumstances Holton Township may extend the deadline by ten days and provide written notification of such extension to the requestor.*