

Holton Township, Muskegon County  
6511 Holton Whitehall Road, PO Box 328  
Holton, MI 49425  
231-821-2168

**FOIA Request for Public Records**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

Request No: \_\_\_\_\_ Date Received: \_\_\_\_\_ Circle if receive via: Email/Fax/Other: \_\_\_\_\_

(Please print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

**Circle Request for:** Copy/Certified Copy/Record inspection/Subscription to record issued on regular basis

**Circle Delivery Method:** Will pick up/Will make own copies onsite/Mail to address above/Email to address above  
Or Deliver on digital media provide by the township: \_\_\_\_\_

**Note:** The Township is not responsible to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

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


**Consent to Non-Statutory Extension of Township's Response Time**

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 extend the township's response time for this request until: \_\_\_\_\_ (month, day, year).

Requestor's Signature	Date
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