CITY OF FENTON

301 South Leroy Street
Fenton, MI 48430
Phone (810) 629-2261

REQUEST FOR PUBLIC RECORD

Freedom of Information Act (FOIA)
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 Fenton's approved FOIA policy, I understand that I may be required to pay a fee for the processing of my request. I understand that 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:
_____

NATURE OF REQUEST (Check one below)

_____ Please provide a copy of the requested records.

_____ Please allow me an opportunity to inspect public records prior to copying.

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:

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