

# **FOIA Request for Public Records**

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

foia@dhd10.org Phone: (231) 355-7552 Fax: (231) 689-7360

FOIA Request Form										
Note: Requestors are not required to use this form. DHD#10 may complete one for recordkeeping if not used.										
Office Use Keep original and provide copy of completed pages, along with Public Summary, to Requestor at no charge										
Date Received Log #	Response Due Date		Received Via Email Fax Mail			Mail				
Received By Forwarded	То	Release Date		. Email In Person		Fax Mother Method	Viali			
Released By (signature)  No. Pages				Date <u>delivered</u> to	junk/spam	Date <u>discovered</u> in junk/s	spam			
Requestor Please type or print										
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 Mail to address above Email to address above Fax to number above										
Requestor to photo/scan onsite  Deliver on digital media provided by DHD#10										
Preferred Media:  Note: DHD#10 is not required to provide records in a digital format or on digital media if DHD#10 does not already have the technological capability to do so.										
Public Records Requested  You may use this form or attach additional sheets										
Environmental Health Records Parcel #			Township							
REQUIRED INFORMATION	Street Address					County				
Other Records/Additional Information – describe record(s) requested as specifically as possible										
Requestor's Signature		Date								

Consent to Non-Statutor	v Extension	of DHD#10's	Response	Time
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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 seg. I understand that DHD#10 must respond to this request within five (5) business days after receiving it, and that response may include adding a 10-business day extension.

However, I hereby agree and stipulate to extend DHD#10's response time for this request until: (month, day, year). Date

Requestor's Signature

## Records Located on Website

If DHD#10 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, DHD#10 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, DHD#10 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 DHD#10 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, DHD#10 must provide the public records in the specified format (if DHD#10 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

## Request for Copies/Duplication of Records on the DHD#10 Website

I hereby stipulate that, even if some or all of the records are located on the DHD#10 website, I am requesting that DHD#10 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.

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 DHD#10 using overtime wages in calculating the following labor costs as itemized in the following categories:

Labor to copy/duplicate

- Labor to locate 3a.
- Labor to redact 3b.
  - Contract labor to redact
- 6b. Labor to copy/duplicate records already on DHD#10's website

Requestor's Signature

Date

# 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 that calendar year.
- (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.

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request.

2.

Requestor's Signature

Date

Office Use:

Affidavit Received

Eligible for Discount

Ineligible for Discount

#### 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 the fee for each 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.
- (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 CMDHD

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 those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.

Requestor's Signature Date

Office Use: Documentation of State Designation Received Eligible for Discount

Ineligible for Discount