



CITY OF BROWN CITY
 4205 Main Street
 Post Office Box 99
 Brown City, Michigan 48416
 (810) 346-2325 Fax (810) 346-3802

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. The City will charge for each copy made as well as the clerical time required to locate the documents and prepare the copies. Fees for copies are assessed at the rate of \$1.00 per page and clerical time is charged at the rate of \$7.75 per hour.

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Brown City's approved FOIA policy, I understand that I may be required to pay a fee for the processing of my request. I understand 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

Media filing

CITY/STATE/ZIP _____

[please check one] Mail Results to address above
 E-Mail Results to address above
 Pick Up results at City Hall

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:
