

FOIA Request

Please complete the following to request City records from the City Clerk / FOIA Coordinator:

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Describe the requested public record(s) as specifically as possible:

Requesting: Copies On-site Inspection

Delivery Method: Mail Pick up Email Other _____

PLEASE BE ADVISED OF THE FOLLOWING:

- The city will respond within 5 business days of having received a FOIA request.
- Should additional time be necessary, the city reserves the right to extend response up to an additional 10 business days.
- All or some of the records requested may be available on the City’s website, and will not be included in the response.
- The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.
- Requests estimated to cost over \$50 may require a deposit of at least one-half the estimated cost prior to the search for records can begin.
- Copies of documents relating to litigation in which the City of Algonac is a party are not subject to release under the Freedom of Information Act.

I understand that the City will charge me a fee for the cost of searching, examining, reviewing, and copying information as well as redacting Exempt information. Fees will also be charged for paper copies, flash drives, computer discs, email and postage. Please refer to the Statement of Costs for more information, and/or the City of Algonac FOIA Procedures and Guidelines, which are available on the City’s website at www.cityofalgonac.org.

Signature: _____ Date: _____

INTERNAL USE ONLY: Date Received: _____ Date Due: _____ Estimated Cost: _____