



FOIA COORDINATOR
90 KERBY ROAD
GROSSE POINTE FARMS, MI 48236

FREEDOM OF INFORMATION REQUEST

Description of public records requested (Please be as specific as possible and include names, property address and/or dates, etc. where applicable)

- Paper Copy
- Electronic Copy
- Inspect the records

Statement of Applicant

Please initial that you have read and understand the following statements:

- ___ The City has five business days to respond if the request is submitted in person, through the mail or submitted electronically (not counting the day the request is received).
- ___ If necessary, the City may issue a ten-day extension, which allows ten additional business days to search for the requested information.
- ___ Charges may include the hourly wage, or a portion thereof, of the lowest paid employee capable of performing the search, the costs of copying and retrieval of offsite records.
- ___ If the estimated cost for such records exceeds \$50.00, the City will require a good-faith deposit equal to one-half the total estimated cost. All fees must be paid in full before the material is released.

Signature Date

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

The City's Freedom of Information Act (FOIA) Procedures and Guidelines and Public Summary can be found on the city website at www.grossepointefarms.org.

FOR OFFICE USE ONLY

Date Filed: _____ 5-Day Deadline: _____ Extension Deadline (if applicable) _____
 Deposit Received: _____ Date Paid in Full _____ Date Request Fulfilled: _____
 Response sent via Mail/E-mail/Picked up in person: _____