**Return the completed forn	n to address below or via email to both: clerk@fl	ushingtwp.org and deput	lyclerk@flushingtwp.org
Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.	Flushing Township, Genesee C 6524 N. Seymour Road Flushing, MI 48433 Phone: (810) 659-0800	ounty	Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.
Michigan	FOIA Request for Public Freedom of Information Act, Public Act 442		1. et sea.
Ŭ			.,
Request No.: []	Date <u>delivered</u> to	via: □ Email □ Fax unk/spam folder: n junk/spam folder:	Other Electronic Method
Name		Phone	
Firm/Organization		Fax	
Street		Email	
City	State	Zip	
Request for: □ Copy	Certified copy Record inspection	Subscription to record	ord issued on regular basis
	ck up □ Will make own copies onsite □ M vided by the township:	ail to address above	□ Email to address above
Note: The township is not require technological capability to do so	ire d to provide records in a digital format or on digit o.	al media if the township	o does not already have the
Describe the public record(s)	as specifically as possible. You may use this for	m or attach additional s	sheets:
i			
	· · · · · · · · · · · · · · · · · · ·		
Information Act, Public Act 442 of	Consent to Non-Statutory Extension of Townships or a subscription to records or the opportunity to inspect 1976, MCL 15.231, <i>et seq</i> . I understand that the townshi ponse may include taking a 10-business day extension. equest until: (month, day, year).	t records, pursuant to the p must respond to this re	quest within five (5) business
Requestor's Signature		· · · · · · · · · · · · · · · · · · ·	Date
			(Complete hath sides)

(Complete both sides)

Records Located on Website				
If the township directly or indirectly administers or maintains an official internet presence, any public records available to the gene internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non information).				
.f the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, notify the requestor in its written response that all or a portion of the requested information is available on its website. The written degree practicable in the specific instance, must include a specific webpage address where the requested information is available cost itemization form, the township must separate the requested public records that are available on its website from those that at the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its	response, to the e. On the detailed re not available on			
If the township has included the website address for a record in its written response to the requestor and the requestor thereafter public record be provided to him or her in a paper format or other form, including digital media, the township must provide the pul specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, no actual costs of providing the information in the specified format. Request for Copies/Duplication of Records on Township Website	blic records in the			
I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township 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	11			
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor the detailed cost itemization form.	and clearly noted on			
Consent to Overtime Labor Costs				
I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the follow 1. □ Labor to copy/duplicate 2. □ Labor to locate 3a. □ Labor to redact 3b. □ Contract labor to the following labor costs as itemized in the following labor costs				
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.				
Office Use: Affidavit Received Eligible for Discount Ineligible for I	Discount			
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:			
Requestor's Signature:				
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 the township.				
Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount				
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:	Date:			
Portugatoria Cignatura:				

Requestor's Signature: (Created by Michigan Townships Association, April 2015)