City Personnel: Keep original and provide copy of both sides, along with the Public Summary, to requestor at no charge.

City of Hillsdale, Michigan
Office of the City Manager
FOIA Coordinator
97 N. Broad Street, Hillsdale, MI 49242
(517) 437-6444

Request Form
Note: Requestors are not required to use this form. The City may complete one for recordkeeping if not used.

FOIA Request for Public Records

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

Request No.: _____ Date Received: _____

Check if received via: " Email " Fax " Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

(Please Print or Type)

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 " Will make own copies onsite " Mail to address above " Email to address above
" Deliver on digital media provided by the City: _____

***Note:** 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.*

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Consent to Non-Statutory Extension of the City's Response Time

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 seq.* I understand that the City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the City's response time for this request until: _____ (*month, day, year*).

Requestor's Signature	**Date**

(Complete both sides)