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

Mecosta Township, Mecosta County 19729 11 Mile Road Big Rapids, MI 49307

Phone: 231-796-8935 Fax: 231-796-9185

Request Form Note: Requestors are not required to use this form. The township 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 El	
(Please Print or Type)	Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> in junk/spam folder:	
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 cop □ Deliver on digital media provided by the township:		address above
Note: The township is not required to provide records in a digital format or on digital media if the township 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 Township'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 township 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 township's response time for this request until: (month, day, year).		
Requestor's Signature		Date