

**CHARTER TOWNSHIP OF BRIGHTON
FREEDOM OF INFORMATION (FOIA) REQUEST FORM**

| | | |
|--------------|-------|-----|
| Name | Phone | |
| Organization | Fax | |
| Street | Email | |
| City | State | Zip |

TO: ANN M. BOLLIN, CLERK, FOIA COORDINATOR

Under the Freedom of Information Act, I am hereby requesting the following records:

I understand that the public body (Brighton Township) shall respond within 5 business days after receipt of this request in accordance with FOIA, Public Act 442 of 1976, Sec. 15.235 and the response may include a 10 day extension.

DELIVERY METHOD: *Note: There may be fees associated with all delivery methods.*

Visual Inspection
 Copies
 Non Paper Media*
 Email
 Mail
 Fax

*Non paper media requests will be transferred to township-provided flash drives unless otherwise requested and provided the Township has the technological capability to do so.

Office Use Only:

DATE RECEIVED: _____
 Received via: _____ Fax* _____ Email*
 Date delivered to junk/spam folder: _____
 Date discovered in junk/spam folder: _____

**A request received via fax, e-mail or other electronic submission is not received by the public body until 1 business day after the electronic transmission is made. (FOIA, Public Act 442 of 1976, Sec. 15.235)*

DATE DUE: _____
 Extended _____
 REVISED DUE DATE: _____

ROUTED TO: _____

MATERIALS PROVIDED: _____ Copies
 _____ H:\drive
 _____ Twp Website

Twp Webpage Address(es): _____

A Detailed Itemization Form is required for all FOIA's. Please attach the form to this sheet when returning to the Clerk's office. If the estimate exceeds \$50.00; a deposit is required in accordance with Township policy prior to filling the request.

ESTIMATE: \$ _____
 DEPOSIT AMOUNT: \$ _____

FEE: \$ _____
 DEPOSIT RECEIVED: _____

Granted
 Granted in Part
 Denied
 DATE NOTIFIED: _____

COMMENTS: _____