

# VILLAGE OF ARMADA

## FREEDOM OF INFORMATION ACT REQUEST

Please review the Village of Armada's Freedom of Information Act Policy and the Summary located at [www.villageofarmada.org](http://www.villageofarmada.org).

Requests for public records should be submitted to the Armada Village Clerk at 74274 Burk St., P.O. Box 903, Armada, MI 48005.

Requests for police records may be submitted directly to the Armada Police Department at 74274 Burk St., P.O. Box 903, Armada, MI 48005.

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

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

Requesting:     Copies     On-Site Inspection     Subscription to a record issued on regular basis

Delivery Method:     Will pick up     Will inspect onsite     Mail to address above     Email to address above

Other: \_\_\_\_\_

Note: The Village is not required to provide records in a digital format or on digital media if the Village does not already have the technological capability to do so.

**I AGREE TO THE FOLLOWING:**

- All or some of the records I am requesting may be available on the Village's website. I will pay the applicable additional charge (if any) for the Village to provide me with copies of those records.
- I will pay the extra cost for single-sided copies.
- I agree to pay the extra cost for employee overtime to fill this request more expediently.
- I prefer to obtain the requested records for a pre-set fee established for providing a Village service rather than go through the FOIA process. I understand this fee will be \$\_\_\_\_\_.
- I understand that this request may take longer than the time allowed under state law. Therefore, I have agreed that the deadline for filling this request will be extended to: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL USE ONLY**

Received Via:  Hand Delivery     U.S. Mail     Facsimile     E-Mail (Junk/Spam Folder? Yes No)     Other: \_\_\_\_\_

Request Identifier and Date Received: \_\_\_\_\_ First Discovered in Junk/Spam Folder:  n/a     \_\_\_\_\_ by \_\_\_\_\_ (initials)