

**CITY OF WOODHAVEN
REQUEST FOR A PUBLIC RECORD
PURSUANT TO THE FREEDOM OF INFORMATION ACT**

Requested By: Name: _____
 Address: _____

 Phone: _____

Please list material and description of public records requested:

I agree that the public body has five (5) business days to respond to my request and may, under certain circumstances, notify the requester in writing and extend the time limit by ten (10) days. Further, the public body can charge a fee for actual copying, mailing and labor costs, and may require a good faith deposit.

Signature: _____ Date: _____

Received By: _____ (City of Woodhaven Employee)

**CITY OF WOODHAVEN
FREEDOM OF INFORMATION ACT
RESPONSE AND STATEMENT OF COSTS**

Dear _____:

In response to your request dated _____ we have taken action as indicated below. Please note that if your request has been denied, we have indicated the appropriate provisions under State Law P.A. 563 (2014) which defines such information as exempt. **See below for a full explanation of your right to seek judicial review.**

1. _____ Requested material attached.
2. _____ Extension of ten (10) days to provide City with an opportunity to compile/copy material.
3. _____ The public record does not exist as named. _____
4. _____ The requested material is denied due to exemption as public record as defined by State Law under Section 13 of the FOIA. _____
5. _____ Costs are estimated to be \$_____.

- _____ Bill Enclosed
 _____ You will be billed (**Make check payable to the City of Woodhaven**)
 _____ A good faith deposit is required at this time.

The City of Woodhaven has incurred the following costs that you are required to pay under the Michigan Freedom of Information Act (FOIA), in regard to the request for public records that you submitted on _____.

1.	Actual mailing costs	\$
2.	Actual copying costs <ul style="list-style-type: none"> • \$0.10 per paper copy (Standard or Legal) • Non-standard sized sheets will reflect the actual cost of reproduction. • Non-paper digital media (cd,dvd,etc.)-actual cost for the non-paper media 	\$
3.	Actual labor costs incurred: _____ hours @ \$_____ per hour	\$
4.	Total Cost	\$

Date

City of Woodhaven Signature

Michigan's Freedom of Information Act - Public Act No. 563 of 2014

Sec. 10. (1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

- (a) **Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.**
- (b) **Commence an action in the circuit court to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.**