



The City of the Village of Clarkston

Freedom Of Information Act Request Form

Today's Date

First Name

Last Name

Address

City

State

Zip

Phone Number

Email Address

Public Records Request:

Fee for FOIA Request

City files, to the extent they are not exempt from disclosure and are readily available, may be reviewed during normal business hours without charge. There may be a fee for searching, copying, mailing and other miscellaneous expenses the City incurs. The City may waive the fee under certain circumstances. The City Clerk will address specific fees in response to this request using the below Freedom of Information Act Request Itemized Cost Worksheet, which the requester will receive prior to beginning the request. If the estimated fee is more than \$50, the City may request a good faith deposit of half the fee.

FOIA Request Itemized Cost Worksheet

The City Clerk will review your request and then provide an estimate of your FOIA expense, if any, using the FOIA Request Itemized Cost Worksheet, which can be found on the City website at www.villageofclarkston.org. Please respond to the Clerk advising you are willing to pay the amount quoted.

*** NOTE**

In accordance with Michigan's Freedom of Information Act (PA442 of 1976, as amended) the City of the Village of Clarkston will reply to a request for a public record as soon as practical, but not more than five business days after receiving the request. However, under certain circumstances, the City of the Village of Clarkston will notify the requester in writing and extend the time limit by 10 days.

Signature