

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

City of Keego Harbor, Oakland County  
2025 Beechmont  
Keego Harbor MI 48320  
Phone: (248) 682-1930  
Fax: (248) 682-2008

**Request Form**  
*Note: Requestors are not required to use this form. The City 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 Electronic Method  
Date delivered to junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

(Please Print or Type)

Date discovered in junk/spam folder: \_\_\_\_\_

**Request for:** ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

**Delivery Method:** ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by the city: \_\_\_\_\_

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

**Note:** The City can ask for a deposit up to half of the total estimate fee if that fee is expected to exceed \$50.00. The City may also ask for a 100% deposit if a requester has not paid for a previous request under Act 523.

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


**Consent to Non-Statutory Extension of City'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 city 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 city's response time for this request until: \_\_\_\_\_ (month, day, year).

<b>Requestor's Signature</b>	<b>Date</b>
<p style="text-align: center;"><b>Records Located on Website</b> <span style="float: right;">(Complete both sides)</span></p> <p>If the City directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (<i>separate exempt information from non-exempt information</i>).</p> <p>If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the City must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.</p> <p>If the City has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City must provide the public records in the specified format (if the City has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.</p> <p style="text-align: center;"><b>Request for Copies/Duplication of Records on City Website</b></p> <p>I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.</p>	
<b>Requestor's Signature</b>	<b>Date</b>
<p style="text-align: center;"><b>Overtime Labor Costs</b></p> <p>Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.</p> <p style="text-align: center;"><b>Consent to Overtime Labor Costs</b></p> <p>I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:</p> <p> <b>1.</b> <input type="checkbox"/> Labor to copy/duplicate      <b>2.</b> <input type="checkbox"/> Labor to locate      <b>3a.</b> <input type="checkbox"/> Labor to redact      <b>3b.</b> <input type="checkbox"/> Contract labor to redact  <b>6b.</b> <input type="checkbox"/> Labor to copy/duplicate records already on City's website </p>	
<b>Requestor's Signature</b>	<b>Date</b>
<p style="text-align: center;"><b>Request for Discount: Indigence</b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under this act and who:</p> <p> <b>1)</b> Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b>  <b>2)</b> If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. </p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if <b>ANY</b> of the following apply:</p> <p> <b>(i)</b> The individual has previously received discounted copies of public records from the same public body twice during that calendar year,  <b>(ii)</b> The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. </p> <p style="text-align: center;"><b>Office Use:</b>   <input type="checkbox"/> Affidavit Received   <input type="checkbox"/> Eligible for Discount   <input type="checkbox"/> Ineligible for Discount</p>	
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	<b>Date:</b>
<b>Requestor's Signature:</b>	
<p style="text-align: center;"><b>Request for Discount: Nonprofit Organization</b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <p> <b>(i)</b> Is made directly on behalf of the organization or its clients.  <b>(ii)</b> Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.  <b>(iii)</b> Is accompanied by documentation of its designation by the state, if requested by the township. </p> <p style="text-align: center;"><b>Office Use:</b>   <input type="checkbox"/> Documentation of State Designation Received   <input type="checkbox"/> Eligible for Discount   <input type="checkbox"/> Ineligible for Discount</p>	
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	<b>Date:</b>
<b>Requestor's Signature:</b>	



## FREEDOM OF INFORMATION ACT (EXCERPT)

### Act 442 of 1976

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

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 a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, 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.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

