

**FREEDOM OF INFORMATION REQUEST**

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

Name of Requester: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\*Public Record(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Request Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Request Forwarded To: \_\_\_\_\_

Request Completed (Date): \_\_\_\_\_

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

Total Fees: \_\_\_\_\_

(See attached Fee Itemization)



In accordance with Michigan's Freedom of Information Act (PA 442 of 1976, as amended) the City of Grandville will reply to a request for a public record as soon as practical, but not more than five (5) business days after receiving a request. However, if certain circumstances exist, the City of Grandville will notify the requester in writing and extend the time limit by ten (10) days.