

Charter Township of Orion FOIA Request for Disclosure of Township Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request for: Copy Record inspection					
Delivery Method: □ Will pick up □ Email to address below □ Mail to address below (mailing charges apply)					
(Please Print or Type)					
Name		Phone			
Firm/Organization		Fax			
Street		Email			
City	State	Zip			
Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so. Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:					
I understand that the Township may take ten (10) additional business days, if necessary, to fill my request due to the diverse locations or large volume of the material. I understand that if it is determined that some or all of the materials which I have requested to review or have copied may not be disclosed, I will receive a written denial including the reason for denial and explaining my right to appeal. I also understand that I may be charged with costs associated with this request, as provided in FOIA.					
Requestor's Signature			Date		
<u> </u>					

Please submit completed request to: Orion Township Clerk's Office
2525 Joslyn Rd.
Phone: (248) 391-0304 ext. 4005
Fax: (248) 391-9984

Lake Orion MI 48360 Email: FOIA@oriontownship.org

FOR OFFICE USE ONLY				
Received by		Invoice Attached	\$	
Forwarded to		Deposit (if required)	\$	
FOIA Information Due (5 business days)		Paid	\$	
FOIA Information Extension Due (10 additi	onal business days)	Copies Picked Up On		
10 Day Extension Letter Sent				
Completion Date				
Requester Contacted				