Charter Township of Orion

Request for Disclosure of Township Records

Under the Freedom of Information Act

All Information must be TYPED or PRINTED except for written signatures

Company Name (if applicable) or Organization (if any)	Daytime Phone Area Code ( ) -
Requester's Name	Evening Phone Area Code ( ) -
Address (Street & Number)	Fax Area Code ( ) -
City State ZIP Code	Email:

I wish to examine receive a copy of the following materials: (Please provide detailed descriptions of materials being requested and specify number of copies needed of each. If you need additional space, please continue on back.)

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.

Signature of Requester

Date

Please submit completed request to: Orion Township Clerk's Office
2525 Joslyn Rd.
Lake Orion, MI 48360

Phone: (248) 391-0304 ext. 104
Fax: (248) 391-9984
Email: FOIA@oriontownship.org

FOR OFFICE USE ONLY

Received by		Invoice Attached	$
Forwarded to		Deposit (if required)	
FOIA Information Due (5 Days)		Paid	
FOIA Information Due: Extension		Copies Picked Up On	
10 Day Extension Letter Sent			
Completion Date			
Requester Contacted			

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