

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

FOIA Appeal Form—To Appeal an Excess Fee

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 of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
Township	State Zip

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 Township: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

Township Board Response:

The Township Board must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension. The Township Board is not considered to have received this appeal until the first regularly scheduled meeting of the Township Board following submission of this appeal.

Township Board Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Township Board Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for Township determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under the Township Board's written Procedures & Guidelines and Section 10a of the Michigan Freedom of Information Act, MCL 15.240a to appeal a FOIA fee to the Township Board if you believe the fee exceeds the amount permitted under the Township's written Procedures & Guidelines or the Freedom of Information Act. Following the Township Board's determination on the appeal, you are then entitled to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the Township Board. If a civil action is commenced in court, the Township is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____