

**Tyrone Township  
10408 Center Road  
Fenton, MI 48430**

Phone (810) 629-8631 ♦ Fax (810) 629-0047

**FOIA Request for Public Records**

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

**Request to:**     **Receive copy**     **Inspect record**     **Subscribe to record issued on regular basis**  
**Delivery Method** (*upon payment of balance due*):     **Pick up records in person**     **Mail to address below**

Name	Phone
Firm/Organization	Fax
Street	Email
City	State      Zip

In compliance with Freedom of Information Act MCLA 15.234(3). The Township is not required to create records that do not exist such as compilations, summaries, or reports. The Township must furnish information within five (5) working business days unless circumstances exist. If conditions apply the Township can issue a 10-day extension with notification.

**Describe the public record(s) as specifically as possible:**


Requestor's Signature	Date
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**Consent to Non-Statutory Extension of Township'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 township 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 to extend the township's response time for this request until \_\_\_\_\_.

Requestor's Signature	Date
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**Tyrone Township  
Freedom of Information Act Request  
Cost Worksheet**

**Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the township board.**

<p>Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.</p> <p style="text-align: right; margin-right: 20px;"> <b>Copies and faxes <i>per sheet</i>..... \$0.10</b>  <b>Computer Disks..... \$0.30</b>  <b>Labels (1 sheet/ 30 labels)..... \$0.25</b> </p>	<b>Number of items</b>	<b>Total Cost</b>
	X _____	= _____
	X _____	= _____
	X _____	= _____
<b>Labor Cost for time incurred</b>	<b>Number of hours:</b>	<b>Total Cost</b>
<b>Hourly Wage Charged (15 minute increments) _____</b>	X _____	= _____
<b>Postage Cost</b>		<b>Total Cost</b>
		= _____

<b>Date request due:</b>		
<b>Date Request Picked-Up:</b>	<b>TOTAL</b>	<b>\$ _____</b>