

**Tyrone Township
8420 Runyan Lake Road
Fenton, MI 48430**

**Phone (810) 629-8631 Fax (810) 629-0047
clerk@tyronetownship.us**

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: Email Pick up in person Mail to address below
(All fees must be paid before delivery)

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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Notice to Extend Response Time for FOIA Request

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

RE: 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**

Date Request Received: _____ **Date of This Response:** _____

We are extending the date to respond until _____ . (*This date can be no more than 15 business days from the date the original request was received by the township.*)

If you have any questions regarding this extension, contact _____ **at** _____
_____.

Reason for Extension:

1. The township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the township must:

2. The township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the township office. Specifically, the township must coordinate documents from the following locations: _____

3. Other (describe): _____

