Tyrone Township 8420 Runyan Lake Road Fenton, MI 48430

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

FOIA Request for Public RecordsMichigan 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	r 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				

(2020)

Tyrone Township Freedom of Information Act Request Cost Worksheet

Cost Worksheet		
FOIA received:	Date	
FOIA Request due: (five business days after receipt unless extended)	Date	
Retimated time involved:	Number of hours	
Cost of estimated time \$xhours	Estimate \$	
Good faith deposit (50% of estimate) Date paid:	Deposit \$	
Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 1 charged for responses to FOIA requests, according to the FOIA Fee Schedule at the township board.		
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. (See fee schedule for costs.)	Number of items	Total cost
Copies and faxes per sheet\$0.10	X	=
Other	X	=
Other	X	=
Other	X	=
Labor cost for time incurred	Number of hours (15 min. increments)	Total cost
Hourly wage charged \$	X	\$

Total Costs

Less Deposit

BALANCE DUE

Balance due must be paid before delivery of request			
Amount Paid:			
Date Paid:			

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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 re	ecord issued on regular basis			
Delivery Method (upon	payment of balance	e due): □ Pick up	records in person	☐ Mail to address below			
Date Request Received: Date of This Response:							
We are extending the days from the date the d	date to respond un original request was	til received by the townshi	(This date can p.)	be no more than 15 business			
If you have any question	ons 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 ne establishments that are documents from the fo	e located apart fro	m the township office.	Specifically, the town	•			
☐ 3. Other (describe):							