

# FREEDOM OF INFORMATION ACT REQUEST FORM

Please review the District's Freedom of Information Act Policy and the Summary located at [www.madisondistrict.org](http://www.madisondistrict.org)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Firm/Organizations \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Requests for public records should be submitted to the District at 26550 John R Road, Madison Heights, MI 48071

**Describe the public record(s) you are requesting as specifically as possible.** You may use this form or attach additional sheets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requesting:**       Copies     On-Site Inspection     Subscription to a record issued on regular basis  
**Delivery Method:**     Will pick up       Will inspect onsite       Mail to address above  
                                  Email to address above       Other: \_\_\_\_\_

*Note: The District is not required to provide records in a digital format or on digital media if the District does not already have the technological capability to do so.*

## I AGREE TO THE FOLLOWING:

- All or some of the records I am requesting may be available on the District's website. I will pay the applicable additional charge (if any) for the District to provide me with copies of those records.
- I will pay the extra cost for single-sided copies.
- I agree to pay the extra cost for employee overtime to fill this request more expediently.
- I prefer to obtain the requested records for a pre-set fee established for providing a District service rather than go through the FOIA process. I understand this fee will be \$\_\_\_\_\_.
- I understand that this request may take longer than the time allowed under state law. Therefore, I have agreed that the deadline for filling this request will be extended to: \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INTERNAL USE ONLY

**Request Identifier and Date Received:** \_\_\_\_\_

**First Discovered in Junk/Spam Folder:**  n/a     \_\_\_\_\_ by \_\_\_\_\_ (initials)  
Date