



# REQUEST FOR PUBLIC RECORD

**FREEDOM OF INFORMATION**  
Authority: MCL 15.231, et seq

A person desiring to inspect or receive a copy of a public record must give WRITTEN REQUEST for the public record to the Freedom of Information Act (FOIA) coordinator. A written request may be made by facsimile, electronic mail, or other electronic transmission, but it is not considered to have been received by the FOIA coordinator until one business day after the electronic transmission is made. **STATEMENT OF APPLICANT:** I am requesting copies under FOIA. Based on the City of Orchard Lake Village's approved FOIA policy, I am submitting 50% of the estimated total costs, (if the estimate fee exceeds \$50) and confirm the balance of the fees incurred will be paid before the public record(s) are released to me. I understand the city must respond to my request within five (5) business days after it is received. The city must grant or deny all, or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the city must respond to my request.

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

I hereby certify that the above information is correct and agree to reimburse the City of Orchard Lake Village for any costs incurred in processing this request that are allowable under the Michigan Freedom of Information Act. **I further acknowledge that my identity is subject to disclosure.**

SIGNATURE \_\_\_\_\_

**DESCRIPTION OF PUBLIC RECORD(S) REQUESTED:** Describe in detail the information being requested. PLEASE BE SPECIFIC. If the request is unclear, if could prevent the city from providing the information:

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

### OFFICE USE ONLY

DEPARTMENT(S): \_\_\_\_\_

DATE FILED: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

DEPOSIT PAID: \_\_\_\_\_

5-DAY DUE DATE: \_\_\_\_\_

DISPOSITION DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

FINAL COST: \_\_\_\_\_

10-DAY DUE DATE: \_\_\_\_\_

**BASIC INTENT:** The Freedom of Information Act regulates and sets requirements for the disclosure of public records by all “public bodies” in the state.

**KEY DEFINITIONS:**

“Public Body” means:

- A state officer, employee, agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of the state government, but does not include the governor or employees thereof;
- An agency, board, commission or council in the legislative branch of the state government;
- A county, city, township, village, inter-county, intercity, or regional governing body, council, school district, special district, or municipal corporation, or a board, department, commission, council or agency thereof;
- Any other body which is created by state or local authority or which is primarily funded by or through state or local authority.

“Public records” means a writing prepared, owned, used, in the possession or, retained by a public body in the performance of an official function, from the time it is created. The term does not include computer software.

**PUBLIC RECORDS OPEN TO DISCLOSURE:**

In general, all records except those specifically cited as the Freedom of Information Act covers exceptions. The records include working papers and research material, minutes of open and closed meetings, officials’ voting records, staff manuals, final orders or decisions in contested cases and the records on which they are made, and promulgated rules. Other written statements, which implement or interpret laws, rules or policy, including, but not limited to, guidelines, manuals and forms with instructions, adopted or used by the agency in the discharge of its functions, are also included. It does not matter what form the record is in. *The city is not required to create a report or document that does not already exist.* The act applies to any handwriting, typewriting, printing, photo stating, photographing, photocopying and every other means of recording. It includes letters, words, pictures, sound or symbols, or combinations thereof, as well as papers, maps, magnetic or punched cards, discs, drums, or other means of the recording of retaining meaningful content, but not computer software.