

VALLEY TOWNSHIP

2054 North M-40, Allegan, MI 49010

Phone: (269) 673-5962 Fax: (269) 686-8302

Website: www.valleytpw.org. E-Mail: valleytownship@yahoo.com

REQUEST FOR PUBLIC RECORD

Freedom of Information Act (FOIA)

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 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. I understand that I may be required to pay a fee for the processing of my request. I understand that the Township must respond to my request within five(5) business days after it is received. The Township 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 Township must respond to my request.

TELEPHONE: _____ SIGNATURE: _____

E-MAIL: _____ PRINT NAME: _____

DATE FILED: _____ ADDRESS: _____

Written filing () CITY/STATE/ZIP: _____

Electronic filing ()

NATURE OF REQUEST (Check one below)

_____ Please provide a copy of the requested records.

_____ Please allow me an opportunity to inspect public records prior to copying.

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

PAYMENT (Check one below)

_____ I understand that Valley Township may charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information.

_____ Attached is an affidavit of indigency. Please furnish me the requested public records without charge for the first \$20.00 of the required fee.