

APPENDIX C – FOIA PROCEDURES AND GUIDELINES

Charter Township of Waterford FOIA Request for Public Records Form

Public records of the Charter Township of Waterford may be requested by completing and submitting this form to the Township FOIA Coordinator, currently the Executive Assistant to the Township Supervisor, by:

1. Personal delivery or mail to 5200 Civic Center Drive, Waterford, MI 48329.
2. Fax to (248) 674-5451.
3. Email to sschloss@waterfordmi.gov

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Requested Delivery Method: Will pick up Mail to address above Email to address above

Describe the public record(s) being requested as specifically as possible (attach additional page if necessary.)

Consent to Non-Statutory Extension of Township's Response Time (Optional)

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the Township's response time for this request until: _____ (month, day, year).

Requestor's Signature	Date
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