

Village of Carleton
Monroe County, Michigan
1230 Monroe Ave.
Carleton, Michigan 48117

FOIA Request for Public Records

Michigan Freedom of information Act, Public Act 442 of 1976, MCL 15.231, et seq.

(Please Print or type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

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

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above

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

Requestor's Signature

Date

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 village must respond to this request within five (5) business days starting the day following receipt of request., and that response may include taking a 10-business day extension.

I also understand the Village of Carleton 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.

(office use only)

Date and Time Received:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part <input type="checkbox"/> Denied in Part
Date and Time requestor was contacted regarding FOIA pickup	
Date Picked Up/Mailed: _____	Cost Assessed: _____