

**FREEDOM OF INFORMATION REQUEST**

Date: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\*Public Record(s) Requested: \_\_\_\_\_



Request Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Request Forwarded To: \_\_\_\_\_

Request Completed (Date): \_\_\_\_\_

Signature: \_\_\_\_\_



**FEES**

Duplication Fees:     \$.10 per copy X \_\_\_\_\_ copies                     = \_\_\_\_\_

Postage cost for mailing, if applicable:  
(i.e., fax, disks, envelope, postage)   = \_\_\_\_\_

Mileage Rate:             \$.50 per mile X \_\_\_\_\_ copies                     = \_\_\_\_\_

Labor Fees:                Labor Cost \_\_\_\_\_ X Time \_\_\_\_\_                     = \_\_\_\_\_

TOTAL COST FOR REQUEST   = \_\_\_\_\_

\* In accordance with Michigan's Freedom of Information Act (PA 442 of 1976, as amended) the City of Grandville will reply to a request for a public record as soon as practical, but not more than five (5) business days after receiving a request. However, if certain circumstances exist, the City of Grandville will notify the requester in writing and extend the time limit by ten (10) days.