

# Freedom of Information Act Request

You may request a copy of a document if it is not exempt as specified in the Freedom of Information Act.

Date Requested \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

If no mailing address, requester will return  
on the 5<sup>th</sup> business day to receive response.

Requester's Signature \_\_\_\_\_

Requester's Phone Number \_\_\_\_\_

Describe, with specificity, the document(s) you are requesting. If you are not sufficiently specific, it may be impossible to identify the document(s) you request.

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You may pick up the document(s) requested or have them mailed, or emailed (if possible) to you following review and approval. This can take up to five working days to complete.

Will pick up       Please mail       Please email \_\_\_\_\_

You will be charged the allowable fees under FOIA, unless you provide documentation showing that you, the requester, are receiving public assistance or other facts showing inability to pay due to indigence. If you have any questions, contact Laurie Foondle at (734) 794-6210x42190 or via email at lfoondle@a2gov.org.

I, the requester, am not requesting documents related to any civil action against the City in which I am a party, or by the City against myself, and I am not acting on behalf of such a party involving the records I am requesting at this time. I agree to pay all allowable fees.

Requester's Signature \_\_\_\_\_

Requester's Phone Number \_\_\_\_\_