**3500  FOIA Requests and Record Retention**

***3501-F-1  Sample FOIA Request Form***

Date

FOIA Coordinator, Angie Schaffer
785 Riverside Ave. Suite 1
Adrian, MI 49221

Re: Freedom of Information Act Request

Dear FOIA Coordinator:

Pursuant to the Michigan Freedom of Information Act, MCL 15.231 et seq., I am writing to inspect / to copy / to obtain copies of the following public records:

Insert description of records sought

**Optional:** Please waive or reduce the fee to search for or furnish copies of the requested public records on grounds that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

**Optional:** Please furnish the requested records without charge for the first $20 of the fee because (A) I am receiving public assistance Insert specific description or I am unable to pay the fee because of indigence; (B) I am not making this request in conjunction with outside parties in exchange for payment or other remuneration; and (C) I have not previously received discounted copies of public records from Adrian Public Schools twice during this same calendar year.

**Optional:** Please furnish the requested records without charge for the first $20 of the fee because (A) this request is made directly on behalf of a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, or on behalf of its clients; (B) this request is made for a reason wholly consistent with the mission and provisions of those laws under Mental Health Code Section 931, MCL 330.1931; and (C) this request is accompanied by documentation of designation by the State of Michigan.

Please contact me if you have any questions.

Sincerely,

Requester Name
Requester Address
Requester Email
Requester Phone Number