

# KEWEENAW COUNTY

COUNTY COURTHOUSE  
5095 4<sup>TH</sup> STREET  
EAGLE RIVER, MI 49950

## REQUEST FOR PUBLIC RECORDS

**Authority: Michigan Freedom of Information Act, 1976 PA 442, as amended.**

(Please Print or Type)

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_ Fax No. \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe the public record as specifically as possible:

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I wish to obtain \_\_\_\_\_ copy(ies) of the record.

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

### **Consent to Extension of Time on Request for Public Records**

I have requested a copy or access to records pursuant to the Michigan Freedom of Information Act, 1976 PA 422, as amended. I understand that the public body must respond to the request within five (5) business days after receiving it, except that the public body may take an extension for an additional ten (10) business days. However, I hereby agree and consent to extending the time for the public body to respond to my request until \_\_\_\_\_.

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

**Keweenaw County Freedom of Information Act Request Worksheet**

Cost may only be charged if a copy of a public record is requested. No fee may be charged for an individual to simply review public records.

Date request was received: \_\_\_\_\_ Date of response: \_\_\_\_\_

Record(s) requested: \_\_\_\_\_  
\_\_\_\_\_

Duplication Costs:

County-owned copier: \_\_\_\_\_

Commercial copier: \_\_\_\_\_

Facility used: \_\_\_\_\_

Cost per copy **\$.25** X Number of Pages \_\_\_\_\_ = \$ \_\_\_\_\_

Cost per computer disk **\$.50** X Number of Disks \_\_\_\_\_ = \$ \_\_\_\_\_

Mailing Costs:

Cost per envelope \_\_\_\_\_ X Number of Envelopes \_\_\_\_\_ = \$ \_\_\_\_\_

Postage Cost (provide brief description) = \$ \_\_\_\_\_

Cost per fax **\$.25** X Number of faxed pages \_\_\_\_\_ = \$ \_\_\_\_\_

Labor Cost:

Due to the nature of this request, a labor fee is being charge for the search, examination, review and (if appropriate) the deletion and separation of exempt from nonexempt information as provided in Section 14 of the Freedom of Information Act. This fee is being charged because the failure to do so would result in unreasonably high costs to the County. Specifically: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hourly labor rate **\$12.40** X Number of hours \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL CHARGES: = \$ \_\_\_\_\_ if picked up.  
\$ \_\_\_\_\_ if mailed.