



FREEDOM OF INFORMATION ACT REQUEST FORM/WORKSHEET  
P.A. 442 of 1974, as amended

DATE REQUEST RECEIVED: \_\_\_\_\_

REQUEST RECEIVED FROM: \_\_\_\_\_

PHONE \_\_\_\_\_

PUBLIC RECORD(S) REQUESTED: (Describe in detail the information being requested.  
**PLEASE BE SPECIFIC.** If the request is unclear, it could prevent the City from providing the information desired.)

I TOTAL INTERNAL COPYING COSTS AS ITEMIZED BELOW: \$ \_\_\_\_\_

First Page	\$2.00
_____ additional pages	
@ .20c per page	\$ _____
_____ computer disk(s)	
@ _____ per disk	_____
_____ labels @ _____ ea.	_____
_____ (other)	
@ _____ ea	_____

II TOTAL EXTERNAL COPYING COSTS AS ITEMIZED BELOW: \$ \_\_\_\_\_

Vendor or facility used: \_\_\_\_\_  
Item(s) copied \_\_\_\_\_  
@ \_\_\_\_\_ ea. \_\_\_\_\_

III TOTAL MAILING COSTS AS ITEMIZED BELOW: \$ \_\_\_\_\_

Envelope or other mailing device \_\_\_\_\_  
Postage \_\_\_\_\_

IV ESTIMATED LABOR COSTS AS ITEMIZED BELOW: \$ \_\_\_\_\_

Due to the nature of this request, a labor fee is being charged for the research, examination, review and (if applicable) the deletion and separation of exempt from nonexempt information as provided

in the City of Kentwood FOIA Policy. This fee is being charged due to unusually high costs to the City because of:

\_\_\_\_\_ Estimated Labor Hours  
@ \_\_\_\_\_ per hour, including benefits \_\_\_\_\_

V **REGULARLY PUBLISHED PUBLIC RECORD:**  
May be issued for up to six months (renewable). Requires a \$25 deposit for the costs of copying and mailing.  
Escrow Deposit (\$25.00) \_\_\_\_\_

VI **TOTAL COSTS OF ITEMS I-VI ABOVE** (Where Estimated Total Costs Exceed \$50.00, a deposit must be paid in advance).  
\$ \_\_\_\_\_

**Please make check payable to City of Kentwood, and mail to P.O. Box 8848, Kentwood, MI 49518  
And return to the attention of the City Clerk**

rev. code \_\_CM

I, \_\_\_\_\_, am requesting copies under FOIA. Based on the City of Kentwood's approved FOIA Policy, I am submitting 50% of the estimated TOTAL COSTS as required, and confirm that the balance of the fees incurred will be paid before the public record(s) are released to me.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The public record(s) requested shall be available, unless otherwise exempted, within five (5) business days of the City's receipt of this confirmation. Under unusual circumstances, the City may request an extension of ten (10) days to provide the information requested.

**REASON FOR EXTENSION**

\_\_\_\_\_  
\_\_\_\_\_

**VII DENIAL OF RECORDS**

The City of Kentwood denies your request because:

\_\_\_\_\_ The requested public record is exempt from disclosure in accordance with the Act

\_\_\_\_\_ The requested public record does not exist under the name given by the person or another name reasonably known to the public body.

\_\_\_\_\_ The following information had to be separated or deleted from the public record pursuant to the City of Kentwood FOIA Policy:

\_\_\_\_\_  
\_\_\_\_\_

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

**VIII APPEALS**

You have the right to appeal the denial of your request for a public record. The appeal must be in writing to the City Commission identifying the reason(s) for the denial. Within ten (10) days after receiving the written appeal, the City Commission shall reverse the denial, uphold the denial, or reverse in part/uphold in part. Under unusual circumstances, the City Commission may extend the response period for up to ten (10) business days.