

Township: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Williams Township, Bay County
1080 W. Midland Rd.
Auburn, MI 48611
Phone: (989) 662-4241

Extension Form

Response

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request No.: _____ Date Received: _____
Date of This Notice: _____
(Please Print or Type)

Check if received via: Email Fax Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

1. The township does retain in its records the public records you have requested. They have been submitted to you along with this response.
 2. The township does retain in its records the public records you have requested. Since the failure to charge a fee would result in unreasonably high costs to the township, you may pick up the requested public records from the township upon payment of the amount of \$ _____. See FOIA Detailed Cost Itemization Form submitted along with this response. Reason(s) for unreasonably high costs: _____

3. The township does retain in its records the public records you have requested. Since the failure to charge a fee would result in unreasonably high costs to the township exceeding \$50.00, the township will commence processing your request upon payment of a deposit of \$ _____ which is 50% of the estimated cost to the township to complete processing your request. See FOIA Detailed Cost Itemization Form submitted along with this response. Reason(s) for unreasonably high costs: _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame estimate is non-binding upon the township, but is made in good faith.

Public Summary of FOIA Procedures and Guidelines

The township's "Public Summary of FOIA Procedures and Guidelines" has been submitted to you along with this response.

Signature of FOIA Coordinator: _____	Date: _____
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