

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Charter Township of Elmwood
10090 E. Lincoln Rd.
Traverse City, MI 49684
231-946-0921

FOIA Appeal Form—To Appeal a Denial of Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: ___ Email;
___ Fax; ___ Other Electronic Method

Date of This Notice: _____ Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

(Please Print or Type)

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)*

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ Date: _____

Township Response:

The Township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: **Connie Preston, 231-946-0921**

Township Determination:

___ Denial Reversed; ___ Denial Upheld; ___ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Board of Elmwood Township or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240.

Signature of FOIA Coordinator: _____

Date:

(Created by Michigan Townships Association, April 2015)