



Michigan Freedom of Information Act Request

Authority: 1976 PA 442, as amended

You may submit requests for copies of non-exempt public records under the Michigan Freedom of Information Act (FOIA) to:

Jennifer Venema, FOIA Coordinator
8196 Broadmoor Ave SE
Caledonia, MI 49316

Email: jvenema@caledoniatownship.org

Phone: (616)891-0070; Fax (616) 891-0430

FOIA provides the public body with five (5) business days to respond to the request with a provision for an additional ten (10) day extension, if necessary.

You may be required to reimburse the expense associated with fulfilling your FOIA request. Labor, photocopying, postage and other charges related to the shipment of the public records will be assessed on actual costs.

Department or Office retaining records _____

Please describe the public record as sufficiently as possible, specifying subject matter, date, and person:

Preferred method of receiving records: Mail Fax E-mail Site Inspection

(Please Print or Type)

Name _____ Telephone No. (____) _____

Email _____ Fax No. (____) _____

Firm/Organization _____

Address _____

X _____

Signature

Date