

**CITY OF SOUTH LYON  
FREEDOM OF INFORMATION (FOIA) REQUEST**

Date Received \_\_\_\_\_ in person \_\_\_\_\_ fax\* \_\_\_\_\_ email\*

*\* A request received via fax, e-mail or other electronic submission is not received by the public body until 1 business day after the electronic transmission is made (FOIA, Public Act 442 of 1976, Sec. 15.235)*

Date Due: \_\_\_\_\_

TO: LISA DEATON CITY CLERK/TREASURER

RE: FREEDOM OF INFORMATION ACT REQUEST

Under the Freedom of Information Act you are hereby requested to provide the following:

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I understand that the public body (City of South Lyon) shall respond within 5 business days after receipt of this request in accordance with FOIA, Public Act 442 of 1976, Sec. 15.235.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

ROUTED TO: \_\_\_\_\_

INFORMATION PROVIDED: \_\_\_\_\_

FEE: \_\_\_\_\_

ESTIMATE: \_\_\_\_\_ ACCEPTED: \_\_\_\_\_

*(Please attach the estimate to this sheet when returning to the Clerk's office. If the estimate exceeds \$50.00, a deposit is required in accordance with the City policy prior to filling the request)*

NOTIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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