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 thepublic body until 1 business day after the electronic transmission is made (FOIA, Public Act 442 of 1976, Sec. 15.235)*

Date Due:_____

TO: JULIE C. ZEMKE, CITY CLERK/TREASURER

RE: FREEDOM OF INFORMATION ACT REQUEST

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

_____

_____

_____

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:_____

_____