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:

________________________________________________________________________
________________________________________________________________________

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: _______________________________________

________________________________________________________________________