

Michigan Freedom of Information Act Request

Authority: 1976 PA 442, as amended

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

Bertrand Township
3835 Buffalo Road
Buchanan, MI 49107
Phone: 269-695-5001
Fax: 269-695-4205
Email: bertrandtownship@comcast.net

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

You may be required to reimburse the expenses associated with fulfilling your FOIA request. Labor, photocopying, postage and other charges related to the shipment of the documents 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 the records: Mail Fax E-mail Site Inspection

(Please Print or Type)

Name: _____

Telephone No. () _____ **Fax No.** () _____

Email: _____

Firm/Organization: _____

Address: _____

X _____

Signature

Date