

PLEASANTVIEW TOWNSHIP
Notice of Freedom of Information Act Response

Date Request Received _____

Request received via _____ US Mail _____ Fax _____ Email _____ In Person

Name and address of Requester: _____

Public Records Requested:

Request is:

_____ Granted _____ Denied (Explanation Attached)
_____ Granted in-part and Denied in-part (Explanation Attached)
_____ Response time extended up to an additional 10 business days

Fees incurred in responding to request:

_____ hrs. x \$ _____ hourly wage = \$ _____
_____ copies x \$0.10 per page = \$ _____
Postage (actual cost) = \$ _____
Other \$ _____
TOTAL COSTS = \$ _____

_____ First \$20 of fee waived (Affidavit of Public Assistance or Indigence submitted and accepted)

_____ The estimated fee exceeds \$50, a deposit of 1/2 the total amount must be received by the Pleasantview Township FOIA Coordinator prior to the Pleasantview Township FOIA Coordinator's response. The deposit of \$ _____ shall be payable by cash, check or money order. Remit to: Debbie Bosma, Pleasantview Township FOIA Coordinator, Pleasantview Township, 2982 S. Pleasantview Rd, Harbor Springs, MI 49740

Appeal procedure for denial of requested records is available on request.

