

FREEDOM OF INFORMATION ACT REQUEST

Please review the City's Freedom of Information Act Policy and the Public Summary located at www.sterling-heights.net

Requests for City records: FOIA Coordinator, 40555 Utica Road, P.O. Box 8009, Sterling Heights, MI 48311-8009 email: FOIA@sterling-heights.net

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Describe the public record(s) you are requesting as specifically as possible. You may use this form or attach additional sheets:

Requesting: Copies On-Site Inspection Subscription to a record issued on regular basis

Delivery Method: Will pick up Will inspect onsite Mail to above address Email to above address

Other: _____

Note: The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.

I AGREE TO THE FOLLOWING:

- I will pay the extra cost for single-sided copies.
- I agree to pay the extra cost for employee overtime to fill this request more expediently.
- I prefer to obtain the requested records for a pre-set fee established for providing a City service rather than go through the FOIA process. I understand this fee will be \$_____.
- I understand that this request may take longer than the time allowed under state law. Therefore, I have agreed that the deadline for filling this request will be extended to: _____

Signature: _____ **Date:** _____

INTERNAL USE ONLY

Request Identifier and Date Received: _____ First Discovered in Junk/Spam Folder: N/A _____ by _____ (initials)
Date