

PUBLIC RECORDS REQUEST

Freedom of Information Act (FOIA)



Today's Date _____

Requestor

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Information Requested

Please describe specifically the document(s) you are requesting a copy of or requesting to review, providing as much detail as possible, so we may respond to your request appropriately.

Format Requested

(Note, if paper copies are requested for documents available online, fees for searching, locating, examining and copying such records will apply.)

- Paper mailed to address above Digital emailed to address above
- Pick up Other (please specify) _____

Requestor's Signature _____

Date _____

Office Use	
Date Received _____	Required Response Date _____ (5 business days)
	Extension Response Date _____ (10 additional business days)
Response	<i>Date Sent</i>
Response Type: <input type="checkbox"/> 10-Day Extension	_____
<input type="checkbox"/> Estimate Provided	_____
<input type="checkbox"/> Clarification of Request	_____
<input type="checkbox"/> Requested Information Provided	_____
<input type="checkbox"/> Denial	_____

Written FOIA requests should be sent to the NPS Administration Office, Attention FOIA Coordinator at Newaygo Public Schools, 360 S. Mill St. Newaygo, MI 49337. Requests can also be faxed to the office at 231-652-6505 or emailed to cwetherell@newaygo.net.