

FREEDOM OF INFORMATION ACT WORKSHEET FOR FUTURE ISSUANCES

Under Section 4 of the Clinton Township Freedom of Information Policy, a person can request that a public record, which is regularly published, be sent to them or for pick-up of the public record for a period of time, not to exceed to six months, unless extended. The FOIA Coordinator must sign the request form to confirm that the public record is one regularly published in order for this worksheet to be validated.

The Township requires that an escrow deposit of \$50.00 be paid when this request is made to the FOIA Coordinator. The Township will charge against that escrow deposit for the costs of copying and postage as outlined under Section 4 of the FOIA Policy. An account sheet of the number of copies and costs for mailing will be maintained by the FOIA Coordinator. If the escrow deposit is reduced to \$5.00 or less prior to the expiration of the term of the FOIA request, the FOIA Coordinator will contact the person for an additional deposit or termination of the request.

I, _____, have read and agree to the terms listed above.

Public record(s) requested: _____

Period of request (not to exceed six months): _____

I request that the record(s) be:

Sent to me at: _____

OR

Pick up: Phone: _____

Signature: _____ Date: _____

I confirm that the public record(s) requested above are regularly published by Clinton Township. The Township has received the escrow deposit of \$50.00 and agrees to provide copies of the public record(s) as requested for the period listed above or until the request is terminated due to lack of escrow funds for copying and postage charges as described above.

Signature of FOIA Coordinator