Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Rose Township, Oakland County 9080 Mason St. Holly, MI 48442 Phone: (248) 634-8701

Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: Date Received:	Check if received via: ☐ Email ☐ Fax ☐ Other EDate delivered to junk/spam folder:	
(Please Print or Type)	Date discovered in junk/spam folder:	
Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State Zip	
Request for: ☐ Copy ☐ Certified copy ☐ Reco	rd inspection	regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copi ☐ Deliver on digital media provided by the township:		o address above
Note: The township is not required to provide records in a digitatechnological capability to do so.	al format or on digital media if the township does not al	ready have the
Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:		
I have requested a copy of records or a subscription to records or the Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I unders days after receiving it, and that response may include taking a 10-bus township's response time for this request until: (r	stand that the township must respond to this request within fi	ve (5) business to extend the
Requestor's Signature		Date

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stigulate that even if some or all of the records are located on a township website. Lam requesting that the township make copies of those

records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may appl	у.	
Requestor's Signature	Date	
Overtime Labor Costs Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor of the detailed cost item in the calculation of labor costs unless overtime is specifically stipulated by the requestor of the detailed cost item in the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless overtime is specifically stipulated by the requestor of the calculation of labor costs unless over the calculation of labor costs unless	and clearly noted on	
the detailed cost itemization form. Consent to Overtime Labor Costs I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the follow 1. Labor to copy/duplicate 2. Labor to locate 3a. Labor to redact 3b. Contract labor to 6b. Labor to copy/duplicate records already on township's website		
Requestor's Signature	Date	
Request for Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Office Use: Affidavit Received No. of Previous Discounted Requests During Calendar Year		
☐ Eligible for Discount ☐ Ineligible for Discount I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Requestor's Signature:	Date:	
Request for Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental D Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request m following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Menta 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the township.	Disabilities eets ALL of the	
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	Date:	
Requestor's Signature:		

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Rose Township, Oakland County 9080 Mason St. Holly, MI 48442 Phone: (248) 634-8701

Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

Notice to Extend Response Time for FOIA Request Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: Date Received:	Check if received via: □ Email □ Fax □ Other Electronic Method
Date of This Notice:(Please Print or Type)	Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> in junk/spam folder:
· · · · · · · · · · · · · · · · · · ·	Phone
Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip
Delivery Method: ☐ Will pick up ☐ Will make own copi☐ Deliver on digital media provided by the township:	rd inspection Subscription to record issued on regular basis es onsite Mail to address above Email to address above of original request)
Only one extension may be taken per FOIA request. If you have	no more than 10 business days, until (month, day, year). e any questions regarding this extension, contact
estimated time frame does not relieve a public body from any of	ne township is providing the estimate in good faith. Providing an
	examine or review a voluminous amount of separate and distinct
☐ 2. The township needs to collect the requested public record are located apart from the township office. Specifically, the town	ds from numerous field offices, facilities, or other establishments that aship must coordinate documents from the following locations:
□ 3. Other (describe):	
Signature of FOIA Coordinator:	Date:



Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Rose Township, Oakland County 9080 Mason St. Holly, MI 48442 Phone: (248) 634-8701

Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: Date Received: Date of This Notice: (Please Print or Type)	Check if received via: Email Fax Other Electronic Method Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> in junk/spam folder:
Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip
Request for: Copy Certified copy	□ Record inspection □ Subscription to record issued on regular basis
Delivery Method: □ Will pick up □ Will make □ Deliver on digital media provided by the township: □	own copies onsite Mail to address above Email to address above
Record(s) You Requested: (Listed here or see attach	ned copy of original request)
	peen denied. Please refer to this form for an explanation. If you have any at(days or date). The time frame estimate is
Partial Denial: Estimated Time Frame to Respond: nonbinding upon the township, but the township is proved relieve a public body from any of the other requirement	viding the estimate in good faith. Providing an estimated time frame does not
	Reason for Denial:
☐ 1. Exempt from Disclosure: This item is exempt from Disclosure: This item is exempt from Disclosure:	rom disclosure under FOIA Section 13, Subsection(insert number),
known to the township. A certificate that the public reco	ist under the name provided in your request or by another name reasonably ord does not exist under the name given is attached. If you believe this record ocate the record:
☐ 3. Redaction: A portion of the requested record ha Subsection (insert number), because:	d to be separated or deleted (redacted) as it is exempt under FOIA Section 13,
A brief description of the information that had to be sep	parated or deleted:
You are entitled under Section 10 of the Michigan Freedo commence an action in the Circuit Court to compel disclosur If, after judicial review, the court determines that the townsh	prestor's Right to Seek Judicial Review of Information Act, MCL 15.240, to appeal this denial to the township board or to be of the requested records if you believe they were wrongfully withheld from disclosure. This has not complied with MCL 15.235 in making this denial and orders disclosure of all the attorneys' fees and damages as provided in MCL 15.240. (See back of this form for
Signature of FOIA Coordinator:	Date:

FREEDOM OF INFORMATION ACT (EXCERPT) Act 442 of 1976

15.240 Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

- (1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
 - (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
 - (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.
- (2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
 - (a) Reverse the disclosure denial.
 - (b) Issue a written notice to the requesting person upholding the disclosure denial.
 - (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
 - (d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.
- (3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).
- (4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.
- (5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.
- (6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).
- (7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

Township: Keep original andl provide copy of both sides,, along with Public Summary, to requestor at no charge.

Rose Township, Oakland County 9080 Mason St. Holly, MI 48442 Phone: (248) 634-8701 DenialRequest Form

Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Appeal Form—To Appeal a Denial of Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: Date Received: Date of This Notice: (Please Print or Type)	Check if received via: Email Fax Other Electronic Method Date delivered to junk/spam folder: Date discovered in junk/spam folder:	
Name	Phone	
Firm/Organization	Fax	
Street	<u> </u>	
City	State Zip	
Delivery Method: ☐ Will pick up ☐ Will make own copi☐ Deliver on digital media provided by the township:		
Record(s) You Requested: (Listed here or see attached copy of orig	inal request)	
Reason(s) for Appeal: The appeal must identify the reason(s) for reversing the denial. You may use this form or attach additional sheets:		
Requestor's Signature:	Date:	
	ship Response: receiving this appeal, including a determination or taking one 10-business day	
Township Extension: We are extending the date to respond to your FOIA denial appeal for no more than 10 business days, until (month, day, year). Only one extension may be taken per FOIA appeal. Unusual circumstances warranting extension:		
If you have any questions regarding this extension, contact:		
Township Determination: ☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part The following previously denied records will be released:		
You are entitled under Section 10 of the Michigan Freedom of Info commence an action in the Circuit Court to compel disclosure of the rulf, after judicial review, the court determines that the township has no	Right to Seek Judicial Review rmation Act, MCL 15.240, to appeal this denial to the township board or to equested records if you believe they were wrongfully withheld from disclosure. t complied with MCL 15.235 in making this denial and orders disclosure of all ys' fees and damages as provided in MCL 15.240. (See back of this form for	
Signature of FOIA Coordinator:	Date:	

FREEDOM OF INFORMATION ACT (EXCERPT) Act 442 of 1976

15.240 Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

- (1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
 - (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
 - (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.
- (2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
 - (a) Reverse the disclosure denial.
 - (b) Issue a written notice to the requesting person upholding the disclosure denial.
 - (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
 - (d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.
- (3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).
- (4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.
- (5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.
- (6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).
- (7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge. no charge.

Rose Township, Oakland County 9080 Mason St. Holly, MI 48442 Phone: (248) 634-8701

Fee Request Form Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Appeal Form—To Appeal an Excess Fee Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.:		
Date of This Notice:		Date <u>delivered</u> to junk/spam folder:
(Please Print or Type)		Date <u>discovered</u> in junk/spam folder:
Name		Phone
Firm/Organization		Fax
Street		Email
City		State Zip
Delivery Method:	y □ Certified copy □ F Will pick up □ Will make own co a provided by the township:	
Record(s) You Requeste	ed: (Listed here or see attached cop	y of original request)
		Reason(s) for Appeal:
The appeal must specificate	ally identify how the required fee(s)	exceed the amount permitted. You may use this form or attach additional sheets:
Requestor's Signature:		Date:
		Township Response:
The township must provid extension.	e a response within 10 business da	ys after receiving this appeal, including a determination or taking one 10-business day
Township Extension: W (month, day, year). Only of	one extension may be taken per FO	d to your FOIA fee appeal for no more than 10 business days, until
If you have any questions	regarding this extension, contact: _	
Township Determination	n: Fee Waived Fee F	Reduced Fee Upheld
Written basis for township	determination:	
	Notice of Requ	estor's Right to Seek Judicial Review
amount permitted under t a fee reduction within 45 commenced in court, the determines that the towns	he township's written Procedures a days after receiving the notice of the township is not obligated to cor	of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the nd Guidelines to the township board or to commence an action in the Circuit Court for a required fee or a determination of an appeal to the township board. If a civil action is npete processing the request until the court resolves the fee dispute. If the court e permitted amount, the court shall reduce the fee to a permissible amount. (See back
Signature of FOIA Coord	dinator:	Date:

FREEDOM OF INFORMATION ACT (EXCERPT) Act 442 of 1976

15.240a Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

- (1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:
- (a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.
- (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:
- (i) The public body does not provide for appeals under subdivision (a).
- (ii) The head of the public body failed to respond to a written appeal as required under subsection (2).
- (iii) The head of the public body issued a determination to a written appeal as required under subsection (2).
- (2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:
- (a) Waive the fee.
- (b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.
- (c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.
- (d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.
- (3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).
- (4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.
- (5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.
- (6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).
- (7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.
- (8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015