

Monroe Community Mental Health Authority
 1001 S. Raisinville Rd., Monroe, MI 48161
 (734) 243 - 7340

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 Electronic Method
 Date delivered to junk/spam folder: _____
 Date discovered in junk/spam folder: _____
 (Please Print or Type)

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 own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by Monroe CMHA: _____

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

Describe the public record(s) as specifically as possible (Include: Incident Date, Time & Location, if known).
 You may use this form or attach additional sheets:

Consent to Non-Statutory Extension of Agency's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the Monroe CMHA must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the Monroe CMHA's response time for this request until: _____ (month, day, year).

Requestor's Signature

Records Located on Website

If Monroe CMHA 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, Monroe CMHA 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, Monroe CMHA 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 Monroe CMHA 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, Monroe CMHA must provide the public records in the specified format (if Monroe CMHA 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 Monroe CMHA Website

I hereby stipulate that, even if some or all of the records are located on the Monroe CMHA website, I am requesting that Monroe CMHA 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 apply.

Requestor's Signature

Labor to copy/duplicate

2. Labor to locate

3a. Labor to redact

3b. Contract labor to redact

Affidavit Received Eligible for Discount Ineligible for Discount

Documentation of State Designation Received Eligible for Discount Ineligible for Discount