

City of Wayne, Wayne County
3355 South Wayne Road
Wayne, Michigan 48184
734-722-2001
citymanager@cityofwayne.com

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

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

FOIA Request for Public Records
Michigan Freedom of Information Act, Public 442 of 1976, MCL 15/231, et seq.

Request No: _____ Date Received: _____ Received via: _____

Please Print or Type:

Name:	Phone:
Firm/Organization:	Fax:
Street:	Email:
City:	State/Zip:

Request for: (Mark all that are applicable)

Copy ___ Certified Copy ___ Record Inspection ___ Subscription to record issued on a regular basis ___

Delivery Method: (Mark all that are applicable)

Will pick-up ___ Mail to address above ___ Mail to address above ___ Email to address above ___

Deliver on digital media provided by the City: _____

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

Describe the public (records) as specifically as possible. You may use this form or attach additional sheets:

Consent to Non-Statutory Extension of City'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 City 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 City's response time for this request until: _____ (month, date, and year).

Requestors Signature: _____ **Date:** _____