



# Village of Sand Lake

## Michigan Freedom of Information Act Request Form

Authority: 1976 PA 442, as amended

You may submit requests for (a) copies or (b) view records of non-exempt public information under the Michigan Freedom of Information Act (FOIA) to: Village of Sand Lake, FOIA Coordinator, PO Box 139, Sand Lake, MI 49343

Phone: (616) 636 – 8854

Email: [president2020@villageofsandlake.org](mailto:president2020@villageofsandlake.org)

Refer to the Summary of Freedom of Information Act Procedures & Guidelines to assist you with your request.

**Please describe the public record as sufficiently as possible, specifying subject matter, date, and person.**

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Preferred method of records:  Mail  Fax  E-mail - or -  View Records

**Requester Information: *Please Print***

|                     |                |
|---------------------|----------------|
| Name of Requestor:  | Daytime phone: |
| If applicable: Fax# | Email address: |
| Address:            |                |

**By my signature, I consent to the following:**

Pay all actual costs incurred for search, duplication and review of materials. Pay a good faith deposit for fees in excess of fifty-dollars (\$50.00). The deposit shall not exceed ½ of the total fee. I understand that if this request is permitted under the Freedom of Information Act, the information will be provided within five (5) business days with a provision for an additional ten (10) days extension, if necessary.

X \_\_\_\_\_

Signature

Date: \_\_\_\_\_

Date Request Received at Village of Sand Lake: \_\_\_\_\_

**P.O. Box 139, 2 E Maple St., Sand Lake, MI 49343**

“This institution is an equal opportunity provider”