

**CHARTER TOWNSHIP OF BRIGHTON
FREEDOM OF INFORMATION (FOIA) REQUEST**

Date Received: _____ **visual** _____ **fax*** _____ **e-mail***

**A request received via fax, e-mail or other electronic submission is not received by the public body until 1 business day after the electronic transmission is made. (FOIA, Public Act 442 of 1976, Sec. 15.235)*

Date Due: _____

TO: ANN M. BOLLIN, CLERK

RE: FREEDOM OF INFORMATION ACT REQUEST

Under the Freedom of Information Act you are hereby requested to provide the following:

I understand that the public body (Brighton Township) shall respond within 5 business days after receipt of this request in accordance with FOIA, Public Act 442 of 1976, Sec. 15.235.

NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____

ROUTED TO: _____

INFORMATION PROVIDED: _____

FEE: _____

ESTIMATE: _____

ACCEPTED: _____

(Please attach the estimate to this sheet when returning to the Clerk's office. If the estimate exceeds \$50.00; a deposit is required in accordance with Township policy prior to filling the request).

NOTIFIED: _____

DATE: _____

COMMENTS: _____