

**CITY OF TRENTON, MICHIGAN
FREEDOM OF INFORMATION REQUEST FORM**

Pursuant to the Michigan Freedom of Information Act (Public Law NO. 442, 1976 I am requesting that I be :

Please check one Provided with copies of the records described below
 Permitted to review copies of the records described below

Documents Requested: Summary of FOIA procedure
--

I understand that in requesting copies of these records, I am responsible for all reasonable costs associated with the document search and copying fees, not to exceed limits set forth in MCLA 15.234, and will remit to the City all such costs on or before the date of delivery. Payment of this fee becomes an obligation and is guaranteed by me to the City of Trenton as of the date of filing this request regardless of whether I ever pick up the materials ordered in this request, or the material exceeds my anticipated volume. I further agree to remit a deposit in the amount of one-half the estimated fee at the time of making this request, in the event the estimated fee exceeds \$50.00. I understand that certain material which I have requested may not exist altogether, not exist in the City's file under the name or description which I have provided, or may be exempt from release pursuant to the provisions of the Act and that I will be so advised by the City should that be the case. I also understand that some of the documents (or portion thereof), which I have requested may contain information or other material which is exempt from release and may therefore, be deleted.

I understand the city must respond to my request within five (5) business days after it is received and that because of the nature of my request or the volume of documents requested, additional time may be required to locate and copy the materials. Accordingly, if requested to do so, I agree to an extension of ten (10) additional business days to produce the documents.

Signature: _____
Date: _____
Print Name: _____
Address: _____
Telephone: _____

Trenton City Clerk's Office
2800 Third St.
Trenton, MI 48183
Phone: 734.675.8600
Fax: 734.675.5262