

City of Swartz Creek Request for Documents

The FREEDOM OF INFORMATION ACT (FOIA) encourages disclosure of public maintained and/or held records. We comply fully with both the intent, and within the parameters, of the statutes. We reserve the right of denial for exemptions outlined within the law (MCLA 15.23t et seq; MSA 4.180 (1) et seq).

Costs associated with research and reproduction of records and/or documents is the responsibility of the requester. Expenses will be actual, reasonable, and pursuant to the statutes. There is no cost to inspect; however an appointment may have to be initiated. A portion of the fees for indigent requesters may be waived. The burden of proof of indigence rests with the requester:

The statute provides that F.O.I.A. requester identity and purpose cannot be considered in the decision to release or deny. All decisions regarding approval to release and costs of record/document reproduction will be referred to the City Clerk.

Cost: \$ _____

Requester Name: _____

Address: _____

City: _____ State _____ Zip _____

Day Phone: _____ Evening Phone: _____

REQUEST INFORMATION

Date: _____ Time: _____

Location: _____

Complaint # _____ Officer: _____

Complainant /Victim /Arrested: _____

Additional Comments: _____

