



City of Norway

P.O. Box 99 • 915 Main Street • Norway, Michigan 49870-0099 • Phone 906-563-9961 • Fax 906-563-7502

REQUEST FOR PUBLIC RECORDS FREEDOM OF INFORMATION ACT (FOIA)

A person desiring to inspect or receive a copy of a public record must give WRITTEN REQUEST for the public record to the FOIA Coordinator. A written request may be made by facsimile, electronic mail, or other electronic transmission, but it is not considered to have been received by the FOIA coordinator until one business day after the electronic transmission is made. The City will charge for each copy made as well as the clerical time required to locate the documents and prepare the copies.

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Norway City's approved FOIA policy, I understand that I may be required to pay a fee for the processing of my request. I understand the City must respond to my request within five (5) business days *after* it is received. The city must grant or deny all, or a portion of my request, or issue a notice of extending for ten (10) business days, the period in which the city must respond to my request.

Name: _____

Signature: _____

Address: _____

Telephone: _____

City State/ Zip

E-mail: _____

Date Filed: _____

Written Electronic

Mail results to address above.

E-mail results to address above.

Pick-up results at City Hall.

DESCRIPTION OF PUBLIC RECORD(S) REQUESTED: Describe in detail the information being requested. PLEASE BE SPECIFIC. If the request is unclear, it could prevent the City from providing the information.

