



CITY OF GLADWIN
FREEDOM OF INFORMATION ACT
REQUEST FORM

1000 WEST CEDAR AVENUE
GLADWIN, MICHIGAN 48624
TELEPHONE: (989) 426-9231
FAX: (989) 426-6942
WWW.GLADWIN.ORG

REQUESTOR NAME _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

DOCUMENT REQUESTED: _____

If Police Report: Date of Incident _____

METHOD OF ACCESS/ DELIVERY OF RECORD REQUESTED

- Mail to Requestor
- Give to Requestor at City Hall
- Inspect Copies at City Hall
- Electronic Format

FOIA requests must be submitted to the Gladwin City Clerk @ 1000 W Cedar Ave Gladwin Mi 48624 or via email @ clerk@gladwin.org.

I understand that the Freedom of Information Act requires the public body to have a response in 5 business days but may request an extension of 10 additional days if needed. I also understand that the public body may charge me a fee for copying, searching, reviewing, mailing, separating, and deleting exempt material and an itemized billing will be provided.

REQUESTOR SIGNATURE DATE

APPROVAL BY CITY HALL DATE

<u>FOR OFFICE USE ONLY</u>	
Person Receiving Request _____	
Date Request Received _____	
Action Taken _____	

Date Request Completed _____	