Charter Township of Orion
FOIA Request for Disclosure of Township Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

Request for: Copy Record inspection

Delivery Method: Will pick up Email to address below Mail to address below (mailing charges apply)

(Please Print or Type) If you fail to completely fill out your name, address, and provide either a phone number or email, your request may be denied.

Name (or name of agent)		Phone
Firm/Organization		Fax
Street*		Email
City*	State*	Zip*

*Address must be written in compliance with United States Postal Service Addressing Standards. This does not apply to an individual who qualifies as indigent under Sec. 4(2)(a) of the FOIA.

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

I understand that the Township may take ten (10) additional business days, if necessary, to fill my request due to the diverse locations or large volume of the material. I understand that if it is determined that some or all of the materials which I have requested to review or have copied may not be disclosed, I will receive a written denial including the reason for denial and explaining my right to appeal. I also understand that I may be charged with costs associated with this request, as provided in FOIA.

Requestor's Signature	Date

Please submit completed request to:

Orion Township Clerk's Office
2525 Joslyn Rd.
Lake Orion MI 48360

Phone: (248) 391-0304 ext. 4005
Fax: (248) 391-9984
Email: FOIA@oriontownship.org

FOR OFFICE USE ONLY			
Received by		Invoice Attached	$
Forwarded to		Deposit (if required)	$
FOIA Information Due (5 business days)		Paid	$
FOIA Information Extension Due (10 additional business days)		Copies Picked Up On	
10 Day Extension Letter Sent			
Completion Date			
Requester Contacted			