

# VILLAGE OF MARION

Located in the Marion Municipal Building

120 E Main Street  
PO Box N  
Marion, MI 49665  
231.743.6801

VILLAGE OF MARION FREEDOM ACT (FOIA) FORM

REQUEST FOR RECORDS

Date of Request \_\_\_\_\_

Name of Person making request \_\_\_\_\_

Complete Address \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Email

Date/Time of Incident \_\_\_\_\_ Report/Case Number: \_\_\_\_\_

Location/Address of Incident \_\_\_\_\_

Type of Incident \_\_\_\_\_

I am requesting the following records (Please be specific as to your request):

\_\_\_\_\_  
\_\_\_\_\_

Signature of person making the request: \_\_\_\_\_

- You must have the date of this incident within 15 days of the actual incident. A general search or a chronological contact log is against the law.
- A fee of \$10.00 for any document/report up to 15 pages and \$.10 per page thereafter will be assessed. If you are requesting pictures or a video, a fee of \$15.00 will be assessed, pictures or videos will be on a flash drive provided by you.
- You will be contacted either in writing or by telephone when your request has been reviewed, this will be within five regular business days of the original request.

Received by \_\_\_\_\_ Date \_\_\_\_\_

Date of Notification \_\_\_\_\_ Received \_\_\_\_\_  
By \_\_\_\_\_

Your request has been approved. If due, a fee will be assessed.

We are extending the time for response to your request under Section 5(6) of the act due to:

We estimate that your request will be ready on \_\_\_\_\_

Your request has been denied See additional Information