



**ATTACHMENT A
SAMPLE FOIA REQUEST - FORM 8310 F1**

FOIA Coordinator
411 N. Highlander Way, Suite B
Howell, Michigan 48843

Re: Freedom of Information Act Request

Dear FOIA Coordinator:

I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.*, ___to inspect, ___ to copy, or to obtain copies of the following public records:

DESCRIPTION OF RECORDS SOUGHT:

_____ Please

provide a copy of the requested public records in the following manner:

_____ paper hard copy _____ flash drive
_____ electronically to email address _____
_____ other

_____ Please waive or reduce the fee to search for or furnish copies of the requested public records on grounds that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

_____ Please furnish the requested records without charge for the first \$20.00 of the fee because (A) I am receiving public assistance _____ [SPECIFIC DESCRIPTION] or am unable to pay the fee because of indigence; (B) I am not making this request in conjunction with outside parties in exchange for payment or other remuneration; and (C) I have not previously received discounted copies of public records from Howell Public Schools twice during this same calendar year.

_____ Please furnish the requested records without charge for the first \$20.00 of the fee because (A) this request is made directly on behalf of a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, or on behalf of its clients; (B) this request is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and(C) this request is accompanied by documentation of designation by the state.

_____ I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.* to subscribe for up to six months to the following future issuances of public records created, issued, or disseminated by Howell Public Schools *on a regular basis*:

Please contact me if you have any questions.

Sincerely,
[REQUESTOR COMPLETE NAME]: _____

[REQUESTOR ADDRESS]: _____

[REQUESTOR PHONE NUMBER]: _____ [REQUESTOR EMAIL]: _____