



CITY OF LAPEER
576 Liberty Park
Lapeer, Michigan 48446
(810) 664-5231 Fax (810) 664-2610

REQUEST FOR PUBLIC RECORD
FREEDOM OF INFORMATION ACT (FOIA)
Authority: MCL 15.231, et seq

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.

STATEMENT OF APPLICANT: I am requesting copies under FOIA. Based on the City of Lapeer'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 extending for ten (10) business days, the period in which the city must respond to my request.

TELEPHONE: _____ SIGNATURE: _____

E-MAIL: _____ PRINT NAME: _____

DATE FILED: _____ ADDRESS: _____

Written filing ()

Electronic filing ()

CITY/STATE/ZIP _____

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:
