

Columbia Township  
 Jackson County, Michigan  
 8500 Jefferson Road  
 Brooklyn, MI 49230

Phone (517) 592-2000 Fax (517) 592-8115

## FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis  
 Delivery Method (*upon payment of balance due*):  Pick up records in person  Mail to address below

(Please Print or Type)

**Describe the public record(s) as specifically as possible:**

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Requestor's Signature	Date
<b>Consent to Non-Statutory Extension of Township's Response Time</b>	
I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, <i>et seq.</i> I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the township's response time for this request until: ____ (month, day, year) _____.	
Requestor's Signature	Date

(June 2011)