

DEERFIELD TOWNSHIP
REQUEST FOR DOCUMENTS
MICHIGAN FREEDOM OF INFORMATION ACT

The Deerfield Township Board (Deerfield Township) has a policy making all public documents in the possession of Deerfield Township fully available. Any person may request copies of documents through use of this form. In order for Deerfield Township personnel to locate particular documents, it is necessary that the individual requesting documents clearly specify which documents are being sought. Deerfield Township will charge for each copy made as well as the clerical time required to locate the documents and prepare the copies. Fees for copies are assessed at the rate of \$0.20 per page and clerical time is charged at a rate of \$7.50 per hour. The types of documents which are exempt from disclosure are identified in the Deerfield Township Freedom of Information Act Policy.

In order to obtain documents, please provide the following information:

1. To the degree possible, specify the documents being sought by date, topic, name, or other identifying factor which will assist Deerfield Township personnel in locating the document. The more specific you can be, the less clerical time will need to be charged to locate the documents.

2. Please specify whether you wish to pick up the document in person or whether you wish to have it mailed. If it is to be mailed, please specify the mailing address. You will be charged for any mailing costs.

Signature _____ Date of request: _____