

LOVELLS TOWNSHIP
8405 Twin Bridge Rd., Grayling, MI 49738
(989) 348-9215

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Request No.: _____

Date Received:

Check if received via: Email Fax Other Electronic Method

Date delivered to junk/spam folder: _____

Date discovered in junk/spam folder:

Request for: Copy Certified copy Record inspection

Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above

Email to address above

Deliver on digital media provided by Township

Note: The Township is not required to provide records in a digital format or on digital media if the Township does not already have the technological capability to do so.

Record(s) You Requested: (Listed here or see attached copy of original request)

We are extending the date to respond to your FOIA request for no more than ten (10) business days, until (month, day, year).

Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact at

Estimated Time Frame to Provide Records: (days or date)

The time frame estimate is nonbinding upon the Township, but the Township is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

1. The Township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Township must:

2. The Township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the Township office. Specifically, the Township must coordinate documents from the following locations:

3. Other (describe):

Signature of FOIA Coordinator:

Date:

(Form created by MTA, MAMA and CS&T, PC, May 2015)