

**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)*