



# WRITTEN REQUEST FOR PUBLIC RECORD (Freedom of Information Act Request)



### Record Request

I wish to  Inspect  Receive a copy of the following record or records:  
(Please describe fully - continue on back of form if more room is needed)

### Requester's Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext # \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Fees and Delivery

Choice for Delivery of Records:  By mail  Will pick up

Fees: Requester will be charged 5 cents per copy with a labor rate of \$12.30/hour for search, monitoring any inspections by requester, and operating the copier. A delivery fee will be added to requests that are mailed.

In cases of copying a large number of records, which are not fragile, a requester may furnish their own photocopy paper and labor to reduce the per copy charge to 3 cents and to eliminate all but the charge for the search.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you are requesting a waiver of fees, please complete the following:

*First Basis for Waiver of Fees*

Does this request primarily benefit the general public?  
If yes, please state specifically how it does so.

*Second Basis for Waiver of Fees*

Are you currently receiving public assistance?  
If not, please state facts showing your inability to pay because of indigence.

I certify under penalty of law that I have stated in support of fee waiver are true to the best of my knowledge, information, and belief, formed after reasonable inquiry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

\_\_\_\_\_  
County, MI

My commission expires: \_\_\_\_\_

Date Received By ICDC

You will receive a response to this request within 5 business days. As allowed by statute, the response may include a written notification that the Ingham County Drain Commissioner's Office is taking 10 more business days to respond.

ICDC FOIA Coordinator - Deputy Drain Commissioner Paul C. Pratt  
Direct Phone: (517) 676-8391