



City of Taylor, MI Freedom of Information Act Request for Public Record

I request to (please check one):  Receive a copy of the requested records  Review the requested records

Company Name (if applicable) or Organization (if any)

Daytime Phone

Requester's Name

Daytime Phone

Address

Email

City of Taylor

State

Zip Code

Specifically describe the public records you request. (If your request is unclear, imprecise, too general, over broad, or inaccurate, it may prevent the city from providing the records you seek.)

Three horizontal lines for describing the records request.

I understand the city will charge a fee for copies of public records in the amount prescribed in the fee schedule as adopted by the Taylor City Council, labor costs will be charged when one quarter (1/4) hour or more of staff time is necessary to search, examine, review, copy, produce, or delete and separate exempt information from the records. If the estimated fee exceed \$50.00, a deposit of one half (1/2) the total fee may be required. Further, I understand that under the law, the city has five (5) business days to respond to this request and may issue a notice extending the time for ten (10) additional business days. A written request made by facsimile, electronic mail, or other electronic transmission is not received by a public body until one (1) business day after the electronic transmission is made.

Signature of Requester

Date

Office Use Only

Received by

Date

Extension

Date

Office of the City Clerk – ph 734.287.6550 opt 6 – fax 734.374.1343 – www.cityoftaylor.com/cityclerk 23555 Goddard Road, Taylor, MI 48180