

Manistee County Sheriff's Office  
1525 E. Parkdale Ave  
Manistee, MI 49660  
Tel: (231) 723-8393; Fax: (231) 723-1498

### FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method

Clerk's Initials: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_ Date discovered in junk/spam folder: \_\_\_\_\_

(Please Print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Request for:  Copy  Record inspection

Delivery Method:  Will pick up  Mail to address above

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

**Describe the public record(s) as specifically as possible.** You may use this form or attach additional sheets:

Complaint #:
Date/Time of Complaint:
Type of Incident:
Location of Incident:
Any other Information that may be helpful in locating the requested information:

**Consent to Non-Statutory Extension of County's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the county must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the county's response time for this request until: \_\_\_\_\_ (month, day, year).

Requestor's Signature	Date
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