



# Freedom of Information Act Request

Freedom of Information Act Coordinator  
201 S. Main  
Plymouth, Michigan 48170-1637

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## FOIA REQUEST APPEAL

By Authority of the Michigan Freedom of Information Act 442, P.A. 1976, as amended.

Requester's Name: \_\_\_\_\_

Address (Street and Number): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

I, \_\_\_\_\_, hereby file an appeal to the City Commission of the City of Plymouth, MI for:

- The Denial of my FOIA Request Record(s)
- An Excessive Fee Charged for my FOIA Request Record(s)

On, \_\_\_\_\_, I submitted a Freedom of Information Act (FOIA) request to the City of Plymouth, MI with the purpose to obtain the following records:

On, \_\_\_\_\_, I received notice that my Freedom of Information Act (FOIA) request to the City of Plymouth, MI was (*check one*):  denied  accepted.

Based on the following reasons, I am requesting that the City of Plymouth to release the records which I have requested, or waive/reduce the fee charged for my FOIA Request :

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*The City of Plymouth must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.\**

***Notice of Requestor's Right to Seek Judicial Review:*** *You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the city's written Policies and Procedures to the City Commission or to commence an action in the 35th District Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the City Commission. If a civil action is commenced in court, the city is not obligated to complete processing the request until the court resolves the fee dispute. If a court determines that the city required a fee that exceeded the permitted amount, the court shall then reduce the fee to a permissible amount. (See 2<sup>nd</sup> page of this form for additional information on your rights).*