Library: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Peter White Public Library 217 North Front Street Marquette, MI 49855 Phone: 906-228-9510

Request Form Note: Requestors are not required to use this form. The Library may complete one for recordkeeping if not used.

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 E					
(Please Print or Type)	Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> in junk/spam folder:					
Name	Phone					
Firm/Organization	Fax					
Street	Email					
City	State Zip					
Request for: □ Copy □ Certified copy □ Reco	rd inspection	regular basis				
Delivery Method: □ Will pick up □ Will make own cop □ Deliver on digital media provided by the Library:		o address above				
Note: The Library is not required to provide records in a digital format or on digital media if the Library 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:						
Consent to Non-Statutory I have requested a copy of records or a subscription to records or the Information Act, Public Act 442 of 1976, MCL 15.231, <i>et seq.</i> I unders days after receiving it, and that response may include taking a 10-bus Library's response time for this request until: (mo	stand that the Libray must respond to this request within five siness day extension. However, I hereby agree and stipulate	(5) business				
Requestor's Signature		Date				

Records Located on Website	
If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt).	
If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the requestor in its written response that all or a portion of the requested information is available on its website. The written response practicable in the specific instance, must include a specific webpage address where the requested information is available. On the itemization form, the Library must separate the requested public records that are available on its website from those that are not at website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.	nse, to the degree e detailed cost vailable on the
If the Library has included the website address for a record in its written response to the requestor and the requestor thereafter stipublic record be provided to him or her in a paper format or other form, including digital media, the Library must provide the public specified format (if the Library has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to costs providing the information in the specified format. Request for Copies/Duplication of Records on Library Website	records in the exceed the actual
I hereby stipulate that, even if some or all of the records are located on a Library website, I am requesting that the Library make co	
records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply	<i>[</i> .
Dominostavio Cirmaturo	Data
Requestor's Signature	Date
Overtime Labor Costs	
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor a the detailed cost itemization form.	nd clearly noted on
Consent to Overtime Labor Costs	
I hereby agree and stipulate to the Library using overtime wages in calculating the following labor costs as itemized in the follo	
1. □ Labor to copy/duplicate 2. □ Labor to locate 3a. □ Labor to redact 3b. □ Contract labor to	redact
4 . "Labor to copy/duplicate records already on Library's website	
Requestor's Signature	Date

Request for Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Offic	ce Use:	Affidavit Received	☐ Eligible for Discount	☐ Ineligible for [Discount
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:				Date:	
Requestor's Signature:					

For a complete FOIA Summary and Procedures information, please visit our website: www.pwpl.info or visit the Library to view a physical copy.

How can I request a public record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:

Peter White Public Library Attn: FOIA Coordinator 217 North Front Street Marquette, MI 49855 E-Mail: aing@pwpl.info Fax: (906) 226-1783

- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person's complete name, address
 (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the
 complete name, address, and contact information of the person's agent who is an individual. Contact information must include a valid telephone
 number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.