

City of Wayne, Wayne County  
3355 South Wayne Road  
Wayne, Michigan 48184  
734-722-2204  
cityclerk@cityofwayne.com

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

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

**FOIA Request for Public Records**  
**Michigan Freedom of Information Act, Public 442 of 1976, MCL 15/231, et seq.**

Request No: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received via: \_\_\_\_\_

**Please Print or Type:**

<b>Name:</b>	<b>Phone:</b>
<b>Firm/Organization:</b>	<b>Fax:</b>
<b>Street:</b>	<b>Email:</b>
<b>City:</b>	<b>State/Zip:</b>

**Request for: (Mark all that are applicable)**

Copy \_\_ Certified Copy \_\_ Record Inspection\_\_ Subscription to record issued on a regular basis\_\_

**Delivery Method: (Mark all that are applicable)**

Will pick-up \_\_ Mail to address above\_\_ Mail to address above \_\_ Email to address above \_\_

Deliver on digital media provided by the City: \_\_\_\_\_

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

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

**Consent to Non-Statutory Extension of City'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 City 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 City's response time for this request until: \_\_\_\_\_ (month, date, and year).

**Requestors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_