Notice to Extend Response Time for FOIA Request

Request No.: _________ Date Received: ___________ Check if received via: □ Email □ Fax □ Other Electronic Method
Date of This Notice: ___________________________ Date delivered to junk/spam folder: ___________
(Please Print or Type) Date discovered in junk/spam folder: ___________

Name                                      Phone
Firm/Organization                    Fax
Street                                      Email
City                                      State Zip

Request for:    □ Copy   □ Certified copy    □ Record inspection    □ Subscription to record issued on regular basis
Delivery Method: □ Will pick up    □ Will make own copies onsite    □ Mail to address above    □ Email to address above
□ Deliver on digital media provided by the Library:

Record(s) You Requested: (Listed here or see attached copy of original request)
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

We are extending the date to respond to your FOIA request for no more than 10 business days, until __________ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact______________________________ at _______________________

Estimated Time Frame to Provide Records: ___________________________ (days or date)
The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:
□ 1. The Library needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Library must:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

□ 2. The Library needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the Library onsite. Specifically, the Library must coordinate documents from the following locations:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

□ 3. Other (describe): ____________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Signature of FOIA Coordinator: ___________________________ Date: ___________________________

(Created by Michigan Townships Association, April 2015)