

Village of Caledonia

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Michigan Freedom of Information Act Request Authority: 1976 PA 442, as amended

You may submit requests for copies of non-exempt public information under the Michigan Freedom of Information Act (FOIA) to the Village of Caledonia FOIA Coordinator.

FOIA provides the public body with five (5) business days to respond to the request with a provision for an additional ten (10) days extension, if necessary.

You may be required to reimburse the expenses associated with fulfilling your FOIA request. Labor, photocopying, postage and other charges related to the shipment of the documents will be assessed on actual costs.

Please describe the public record as sufficiently as possible, specifying subject matter, date, and person.

Preferred method of receiving the records: Mail Fax E-mail Site Inspection

If fees to comply with this request exceed \$10.00, please contact me (_____)

(Please Print or Type)

Name _____

Telephone No. (_____) _____ Fax No. (_____) _____

Email _____

Firm/Organization _____

Address _____

Signature: X _____ Date of Request: _____

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Date Request Received: \_\_\_\_\_

Clerical Fees: \_\_\_\_\_

Copy Fees: \_\_\_\_\_

Total Fees: \_\_\_\_\_