

Milton Township FOIA Request

7023 Cherry Ave, PO Box 309, Kewadin MI 49648

Phone: (231)264-6612

Website: www.MiltonTownshipMI.gov

Name (First and Last):

Street/ Mailing Address:

City, State, Zip Code:

Phone number:

E-mail:

Your request:

- A copy of the following documents
- Receive the material in electronic form (if possible)
- A copy of the documents containing information regarding

Please provide enough detail so that knowledgeable staff may locate the record(s) with a reasonable amount of effort. The description should include timeframe to be searched, as well as titles of document(s) and offices to be searched. The more detail you provide, the better the opportunity there is to determine if the records exist, and if so, where. The FOIA clearly states that records must exist at the time the request is submitted to be considered.

Payment of Fees

- I agree to pay all applicable fees
- Notify me if the amount exceeds the entered amount \$_____.

Please explain any issues that may affect the timing or the payment of fees.