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

City of Saugatuck, Allegan County, MI
102 Butler Street, P.O. Box 86
Saugatuck, MI 49453
Phone: 269-857-2603

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 Act 442 of 1976, MCL 15.231, *et seq*.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method

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 City : _____

Note: *The City is not required to provide records in a digital format or on digital media if the City 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:

Requesting Person's Signature	**Date**

(Complete both sides)