

**ATTACHMENT C**

\_\_\_\_\_ Township

(Township FOIA Coordinator Address:) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**Notice to Extend Response Time for FOIA Request**

|                   |       |       |
|-------------------|-------|-------|
| Name              |       | Phone |
| Firm/Organization |       | Fax   |
| Street            |       | Email |
| City              | State | Zip   |

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

RE: Request for  Copy  Certified copy  Record inspection  Subscription to record  
 Delivery Method (upon payment of balance due):  Pick up records in person  Mail to address below

Date Request Received: \_\_\_\_\_ Date of This Response: \_\_\_\_\_

Record(s) Requested: \_\_\_\_\_

We are extending the date to respond until \_\_\_\_\_ (month, day, year)\_\_\_\_\_.  
 (This date can be no more than 15 business days from the date that the original request was received by the township.)

If you have any questions regarding this extension, contact \_\_\_\_\_ at \_\_\_\_\_

**Reason for Extension:**

1. The township 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 township must:

\_\_\_\_\_

2. The township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the township office. Specifically, the township must coordinate documents from the following locations: \_\_\_\_\_

\_\_\_\_\_

3. Other (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                                      |             |
|--------------------------------------|-------------|
| Signature of FOIA Coordinator: _____ | Date: _____ |
|--------------------------------------|-------------|