Freedom of Information Act Request

Newaygo Administration Office
PO Box 885/1087 Newell Street
White Cloud, MI 49349
Phone: (231) 689-7234 Fax (231) 689-7205
Hours: Monday – Friday 8 a.m. to 5 p.m.

Office Use Only		
Date Received:		
Date Due:		
Extension	Release	Denied

Agency disclosure of information focuses on the citizen's right to be informed about internal workings of their government. Official information that sheds light on an agency's performance of its statutory duties fall squarely within the statutory purpose of the Freedom of Information Act (F.O.I.A.). Release of information about private citizens that is accumulated in various governmental files that reveals little or nothing about the agency's own conduct is not the intent of FOIA and will generally be redacted. You will be charged the allowable fees under F.O.I.A.

Requestor Information (please print)

Date Requested

Your phone number (include area code)

Requestor Name/Company

Date of birth

Mailing Address

E-mail Address

Type of Record Requested

The public records you are requesting:

Complaint/Incident Report (report number if known)	Traffic Accident Report (report number if known)	911 Recording	Other

Name Referred to in Record:

Date of Birth	Date of Event:

Location of Event:

I understand that the above information is subject to review by the Newaygo County FOIA Coordinator before it may be released to me. I understand that an extension of ten (10) business days may be requested in which to respond to my request and hereby agree to allow an extension of such time if needed to respond.

By submitting this FOIA request and signing below, I am agreeing to pay all of the costs and charges authorized under FOIA and established through the public entity's FOIA Procedures and Guidelines to which I may obtain a copy on request or access through the entity's website at: www.countyofnewaygo.com

Signature of Requestor

Date

Method of Access

Mail to Requestor	Requestor will pick up
Mail to Requestor at:	
Other method of Delivery:	

Processed by:

Date: