



**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 County of Kent, FOIA Coordinator, Administrator's Office, 300 Monroe Ave NW, Grand Rapids, MI 49503, Phone (616) 632-7570, Fax (616) 632-7565, or directly to the County department retaining the record.

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 an actual cost basis.

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

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**Department or Office retaining records:** \_\_\_\_\_

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

*(Please Print or Type)*

**Name** \_\_\_\_\_

**Telephone No.** (     ) \_\_\_\_\_     **Fax No.** (     ) \_\_\_\_\_

**Email** \_\_\_\_\_

**Firm/Organization** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_     **State** \_\_\_\_\_     **Zip** \_\_\_\_\_

**X** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date