

Keep original and provide copy to requestor at no charge

North Kent Sewer Authority

Request Form
Note: Requestors are not required to use this form

Office:
4775 Coit Avenue NE
Grand Rapids, MI 49525

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: _____

Date discovered in junk/spam folder: _____

Please Print or Type)

Name			Phone
Firm/Organization			Fax
Street	State	Zip	Email

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Mail to address above Email to address above

Deliver on digital media provided by the NKSA: _____

Note: The NKSA is not required to provide records in a digital format or on digital media if it 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:

I agree to pay all appropriate fees charged pursuant to FOIA. I acknowledge I am not serving a sentence of imprisonment in a county, state or federal correctional institution.

Requestor's Signature	Date
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Records Located on Website

Any public records available to the general public on the NKSA's website are exempt from any labor charges for searching.

Request for Copies/Duplication of Records on Website

I hereby agree that, even if some or all of the records are located on the NKSA website, I am requesting that the Township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that FOIA fees will apply.

Requestor's Signature	Date
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Overtime Labor Costs

Overtime shall not be utilized to expedite response and overtime wages shall not be included in the calculation of labor costs unless overtime is specifically required by the requestor and clearly noted on the detailed cost itemization form. The NKSA is not required to use overtime to shorten response time.

Consent to Overtime Labor Costs

I hereby agree to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

- Labor to copy/duplicate
 Labor to locate
 Labor to redact
 Contract labor to redact
 Labor to copy/duplicate records already on Township's website

Requestor's Signature	Date
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