

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.

<b>Requestor's Signature</b>	<b>Date</b>
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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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