

**ST. CLAIR COUNTY
FREEDOM OF INFORMATION ACT
REQUEST FORM**

Request for Examination or Copy of Records

You may fax your FOIA Request to (810) 985-3463 or by mail to the **County of St. Clair, 200 Grand River Avenue, Suite 203, Port Huron, MI 48060; ATTN; FOIA Coordinator.**
Please call (810) 989-6900, ext 6209

As a governmental agency, the County of St. Clair is required to comply with Public Act 442 of 1976, the Freedom of Information Act (FOIA). If you are interested in obtaining documents that fall within the requirements of the FOIA, you may submit a FOIA request in writing to the County of St. Clair either by using this Request form or by letter to the address listed above. Pursuant to the FOIA the County of St. Clair is entitled to charge a fee for a public record search, the necessary copying of a public record for inspection or for providing a copy of a public record when the FOIA request results in a cost to the County. You will be contacted by the FOIA Coordinator with any applicable charges prior to the mailing of the FOIA documents. Board of Commissioner meeting minutes may be obtained directly from the St. Clair County website at: <http://www.stclaircounty.org/Offices/BOC>.

(Please Print Clearly)

Name: _____ Date of Request: _____

Address: _____ Telephone No.: _____

Date/Time of Incident: _____ Case Number: _____

Type of Incident: _____

Location of Incident:

I am requesting the following record(s) for inspection/copying:

Signature of requesting Person: _____

Cost of request: _____ Amount collected: _____

Signature of fee collector _____ **Date fee collected:** _____

Section 5 (2) of the Michigan Freedom of Information Act requires a Public

Body to respond to a request for a public record within 5 business days.