



St. Clair County Administration/Controller's Office  
 200 Grand River Ave. Suite 203  
 Port Huron, MI 48060  
 Tel: (810) 989-6900  
 Fax: (810) 985-3463

County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

### FOIA Appeal Form

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Denial of Records       Excess Fee

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method

Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_

Date discovered in junk/spam folder: \_\_\_\_\_

(Please Print or Type)

Name	Phone
Firm/Organization	Fax
Street	Email
City	State      Zip

**Request for:**  Copy     Certified copy     Record inspection     Subscription to record issued on regular basis  
**Delivery Method:**  Will pick up     Will make own copies onsite     Mail to address above     Email to address above  
 Deliver on digital media provided by the county: \_\_\_\_\_

**Record(s) You Requested:** *(Listed here or see attached copy of original request)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason(s) for Appeal:**

The **Denial of Records** appeal must identify the reason(s) for the denial. The **Excess Fee** appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**County Response:**

The county must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

**County Extension:** We are extending the date to respond to your FOIA appeal for no more than 10 business days, until \_\_\_\_\_  
 (month, day, year). Only one extension may be taken per FOIA appeal.  
 Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**County Determination:**

Denial Reversed     Denial Upheld     Denial Reversed in Part and Upheld in Part  
 Fee Waived     Fee Reduced     Fee Upheld  
 The following previously denied records will be released:       Written basis for county determination

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See back of this form for additional information on your rights.)

Denial of Records Information

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the county board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240.

Signature of FOIA Coordinator:

Date:

Excess Fee Information

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the township's written Procedures and Guidelines to the township board or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the township board. If a civil action is commenced in court, the township is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount.

Signature of FOIA Coordinator:

Date: