

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Denial Form

Echo Township, Antrim County
P.O. Box 549
Central Lake, MI 49622
Phone: (231) 544-2516

Notice of Denial of FOIA Request
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 of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

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 Township

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

___ **All** OR ___ **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____

Reason for Denial:

___ **1. Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection _____ *(insert number)*, because: _____

___ **2. Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the Township. A certificate that the public record does not exist under the name given is attached. If you

believe this record does exist, provide a description that will enable us to locate the record:

3. **Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ (*insert number*), because: _____

A brief description of the information that had to be separated or deleted: _____

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

Signature of FOIA Coordinator: _____

Date: _____

(Created by Michigan Townships Association, April 2015)