



**CITY OF ST. JOSEPH**

*City Clerk's Office*  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269) 983-6325 Fax  
(269) 985-0347  
www.sjcity.com  
Email – [FOIA@sjcity.com](mailto:FOIA@sjcity.com)

**FREEDOM OF INFORMATION (FOIA) Request for Public Records Form**

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

Please print legibly. Return completed forms to the City Clerk's Office listed above.

How are documents to be provided? Copy: \_\_\_\_\_ Certified Copy: \_\_\_\_\_ Record Inspection: \_\_\_\_\_

Delivery method is being requested. Delivery will be provided as indicated upon receipt of all associated costs.

Pick up records in person: \_\_\_\_\_ Mail to address below: \_\_\_\_\_ Email to address below: \_\_\_\_\_

Requester's information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Describe the public record(s) being requested as specifically as possible:

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

Purpose of request. I am not requesting records or information relating to a civil action in which I (or a person on whose behalf I am making the request) and the City are parties. Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date

Consent to Non-Statutory Extension of City's Response Time

I have requested a copy of records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the City must respond to this request within five (5) business days after receiving it (*email submittals will be considered received on the next business day*), and that response may include taking a 10-business day extension. However, I hereby agree to extend the City's response time for this request until: \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date

**FREEDOM OF INFORMATION ACT (EXCERPT) Act 442 of 1976**

**15.240 Options by requesting person; appeal; orders; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

1. If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
  - a. Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
  - b. Commence an action in the circuit court to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.
2. Within 10 days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
  - a. Reverse the disclosure denial.
  - b. Issue a written notice to the requesting person upholding the disclosure denial.
  - c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
  - d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.
3. A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing an action in circuit court under subsection (1) (b).
4. In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. The circuit court for the county in which the complainant resides or has his or her principal place of business, or the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.
5. An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.
6. If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).
7. If the circuit court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977- Am. 1978, Act 329, Imd. Eff. July 11, 1978 - Am. 1996, Act 553, Eff. Mar. 31, 1997