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

Plainfield Charter Township, Kent County
6161 Belmont Avenue NE
Belmont, MI 49306
Phone: (616) 364-8466
Email: FOIA@plainfieldmi.org

FOIA # _____
Received By: _____
Date Received: _____
Date Completed: _____
Department: _____
Cost: _____

# 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: _____

| Name | | Phone |
|---|---|---|
| Firm/Organization | | Fax |
| Street | | Email |
| City | State | Zip |

*(Please Print or Type)* Date discovered in junk/spam folder: _____

**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: _____

***Note:*** *The township is not required to provide records in a digital format or on digital media if the township 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:

| | |
|---|---|
| **Requestor's Signature** | **Date** |