CHARTER TOWNSHIP OF WEST BLOOMFIELD
FOIA Appeal Form-To Appeal a Denial of Records


Request No.: ______  Date Received: ______  Check if received via: ___Email ___Fax ___Other Electronic Method

Date of This Notice: __________________________

Name

Organization

Street

City  State

Phone

Fax

Email

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  ________________________________________________________________

Reason(s) for Appeal:
The 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: __________________________

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

Township Extension:  We are extending the date to respond to your FOIA fee 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:  ____________________________________________

________________________________________

Township Determination:

_____ Denial Reversed  _____ Denial Upheld  _____ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released:  ______________________________________

________________________________________

NOTICE OF RIGHT TO SUE

In the event you are not satisfied with the Township's Response to a FOIA request, you can appeal the FOIA Coordinator's decision to the Township Board or file a lawsuit in the Oakland County Circuit Court. If the Circuit Court determines are not exempt from disclosure, you have the right to receive attorney fees and damages that may not exceed $1,000.

Signature of FOIA Coordinator:  __________________________  Date:  __________________________