Region 10: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Region 10 PIHP

2186 Water Street, Port Huron, Michigan 48060 Phone: (810) 966-3399

FOIA Request for Public Records Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.:	Date Received:			
(Please Print or Type)		Date <u>delivered</u> to junk/spam folder: Date <u>discovered</u> 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 o	n regular basis	
Delivery Method: ☐ Will ☐ Deliver on digital media p	l pick up □ Will make o provided by Region 10:	•	to address above	
Note: Region 10 is not requirect technological capability to de	•	digital format or on digital media if Region 10 does not alread	y have the	
Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:				
	Consent to Non Statu	tow. Extension of Degion 40's Degrana Time		
Information Act, Public Act 442	ords or a subscription to record of 1976, MCL 15.231, et seq. onse may include taking a 10-b	Itory Extension of Region 10's Response Time Is or the opportunity to inspect records, pursuant to the Michigan Fr I understand that Region 10 must respond to this request within five pusiness day extension. However, I hereby agree and stipulate to ex outh, day, year).	e (5) business days	
Requestor's Signature			Date	
	y administers or maintains an	ecords Located on Website official internet presence, any public records available to the general any labor charges to redact (separate exempt information from non		

information).				
If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, Region 10 must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, Region 10 must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.				
If Region 10 has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, Region 10 must provide the public records in the specified format (if Region 10 has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format. Request for Copies/Duplication of Records on Region 10 Website I hereby stipulate that, even if some or all of the records are located on Region 10's website, I am requesting that Region 10 make copies of those				
records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply				
Requestor's Signature	Date			
Overtime Labor Costs Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form. Consent to Overtime Labor Costs I hereby agree and stipulate to Region 10 using overtime wages in calculating the following labor costs as itemized in the following categories: 1. □ Labor to copy/duplicate 2. □ Labor to locate 3a. □ Labor to redact 3b. □ Contract labor to redact 6b. □ Labor to copy/duplicate records already on Region 10's website				
Requestor's Signature	Date			
Request for Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Office Use: Affidavit Received No. of Previous Discounted Requests During Calendar Year Eligible for Discount Ineligible for Discount				
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Requestor's Signature:	Date:			
Request for Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by Region 10. Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount Other Discount Ineligible for Discount Ineligible for Discount Ineligible for Discount Ineligible for Discount Ineligible directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of Ineligible for Discount Ineligible				
hose laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931: Requestor's Signature:				