



City Clerk's Office  
 Richard M. Steenland  
 29777 Gratiot, Roseville, MI 48066  
 Phone: 586-445-5443  
 Fax: 586-774-8048



**FOIA Request for Public Records**

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

**REQUESTOR'S CONTACT INFORMATION REQUIRED**

*(Please Print or Type)*

Name		Phone
Firm/Organization		Fax
Street	City	State / Zip Code
Email		
Requestor's Signature		Date

Request for:  Copy of Public Records       View Public Records

Delivery Method:  Will pick up     Mail     Email     Fax

*\*Delivery Options may vary upon request.*

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:


<p><b>For Office Use Only</b></p> <p>Request No.: _____ Date Received: _____ Received Via <input type="checkbox"/> Email <input type="checkbox"/> Fax</p> <p>Date <u>discovered</u> in junk/spam folder: _____ Date <u>delivered</u> to junk/spam folder: _____</p> <p>Completed: _____ No Record Found: _____ Extension Sent: _____</p>	<p>Initials</p> <p>_____</p> <p>Date</p> <p>_____</p>
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