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: ______________ 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 Village:

Record(s) You Requested: (Listed here or see attached copy of original request)

____________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Reason(s) for Appeal:
The appeal must specifically identify the reasons for reversal of the denial of records. You may use this form or attach additional sheets:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Requestor's Signature: __________________________________________ Date: __________

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

Village Extension: We are extending the date to respond to your FOIA denial of records 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: _________________________________________________________________________________
____________________________________________________________________________________________________________________

If you have any questions regarding this extension, contact: Village of Spring Lake FOIA Coordinator.

Village Determination:
□ Denial Reversed □ Denial Upheld □ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Notice of Requestor’s Right to Seek Judicial Review
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Village Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure.

If, after judicial review, the court determines that the Village has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: __________________________________________ Date: __________