



CLARE CITY POLICE DEPARTMENT

Attn: FOIA Dept / City Clerk
202 West Fifth Street
Clare, Michigan 48617
Phone: 989-386-2121
Fax: 989-386-0440

Request for Examination or Copy of Records (FIOA)

Date of Request: _____

Requestor Information:

Name: _____ Date of Birth: _____

Address: _____ Phone No: _____

Date / Time of Incident: _____ CPD Comp #: _____

Type of Incident: _____

Location of Incident: _____

I am requesting the following record(s) for (circle one) inspection / copying: _____

I wish to receive a "True Copy" of the requested record(s).

Response to Information Request

Date of compliance with request: _____ By: _____

We are extending the time for response to your request under Section 5 (6) of the Act. Total time: 15 Business Days from _____

We estimate the records requested will be available by: _____

Date of time extension notification: _____ by _____

The following information requested is exempt from inspection, copying or disclosure under §13 of the act for the following reasons:

Date of denial in part, denial in whole: _____ by _____

Your request is "unduly burdensome" and would unreasonably interfere with the dully-undertaken work of the department. We have extended the opportunity to you to confer with us in an attempt to reduce the request to a manageable proportion and you have failed to do so. The reasons this request is excessive or creates unreasonable interference are:

Right to Appeal

If your request for records has been denied, in whole or in part, you have the right to submit a written appeal of the denial to City Manager Ken Hibl identifying the reason(s) for reversing the denial of disclosure, or seek judicial review of the denial under section 10 of the Freedom of Information Act.

Response to Administrative Appeal

Your appeal from the decision to withhold records from inspection and or copying has been reviewed. My determination is that the withholding of records from inspection and copying is:

- Sustained in-whole
- Sustained in-part
- Overruled

The reason(s) for this decision are:

If the denial of your request has been sustained in-whole or in-part you have the right to judicial review of this appeal and final decision under Section 10 of the Michigan Freedom of Information Act.

Date of Administrative Appeal: _____ by _____