



# FREEDOM OF INFORMATION REQUEST FORM

## Charter Township of Harrison

Request No. \_\_\_\_\_

Requested by: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

The following information is requested under the Freedom of Information Act (please state the year):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of the request (check the applicable box):

- Please provide a copy of the requested public records.
- Please allow me an opportunity to inspect the requested public records prior to copying.

**ATTENTION!**  
Architectural drawings, such as house plans and blue prints, may be the proprietary property of the certified engineer/architect who drafted them. While Harrison Township is required by law to provide copies, **YOU MAY BE IN VIOLATION OF COPYRIGHT LAWS IF YOU USE THE COPIES IMPROPERLY**

Signature of Requestor: \_\_\_\_\_

Date and Time Signed in: \_\_\_\_\_

Township Employee Signature: \_\_\_\_\_

Date and Time Requestor Was Contacted Regarding F.O.I.A. Pick Up: \_\_\_\_\_

Date Picked Up and Cost Assessed: \_\_\_\_\_

**For Township Use Only**

cc: Department(s) \_\_\_\_\_ Due date 5 days \_\_\_\_\_

Date \_\_\_\_\_ 10 day extension due date \_\_\_\_\_

Information requested was:  Viewed  Copied  Does Not Exist as Described  
 Exempt From Disclosure (Completely / In-part)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Township Employee