Waterloo Township
Jackson County, Michigan

Waterloo Township Clerk Janice Kitley
9773 Mt. Hope Rd.
Munith, MI 49259
Phone (517) 596-8200 Fax (517) 596-8600

FOIA Request for Public Records

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

Request to: ☐ Receive copy ☐ Inspect record ☐ Subscribe to record issued on regular basis
Delivery Method (*upon payment of balance due*): ☐ Pick up records in person ☐ Mail to address below

(Please Print or Type)

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Describe the public record(s) as specifically as possible:

Requestor's Signature	Date

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the township's response time for this request until .

Requestor's Signature	Date

(January 2007)