

REQUEST FOR PUBLIC RECORDS

FOIA SUBPOENA

TO : FREEDOM OF INFORMATION ACT COORDINATOR
OFFICE OF THE CORPORATION COUNSEL
13615 MICHIGAN AVENUE, SUITE 8
DEARBORN, MICHIGAN 48126-3581
313.943.2035 FAX 313.943.2469

YOUR NAME/ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

DAYTIME TELEPHONE NUMBER _____

DESCRIBE THE PUBLIC RECORDS AS SPECIFICALLY AS POSSIBLE _____

I have requested a copy of records pursuant to FOIA. I understand that the City must respond to my request within five (5) business days after receiving it, except that the City may extend the period for an additional ten (10) business days. I hereby agree and consent to extending the time for the City to respond. Additionally, I understand that I will have to pay for the materials before they will be released to me.

SIGNATURE _____ DATE _____

FOR CITY OF DEARBORN USE ONLY

LABOR (number of minutes _____)	\$ _____
COPYING (\$.10 per page; number of pages _____)	\$ _____
EXEMPT/NON-EXEMPT (number of minutes _____)	\$ _____
PHOTOS (\$4.00 ea.)/DVD/VIDEO(\$25.00 ea)/AUDIOTAPE (\$30.00 ea)	\$ _____
POSTAGE (if applicable)	\$ _____
TOTAL	\$ _____
LESS DEPOSIT (if any)	\$ _____
BALANCE DUE	\$ _____

YOUR RECORDS HAVE BEEN COMPILED. PLEASE SEND A CHECK MADE OUT TO THE CITY OF DEARBORN IN THE AMOUNT OF \$ _____ , ALONG WITH A COPY OF THIS DOCUMENT, TO THE ABOVE ADDRESS. THE RECORDS WILL BE MAILED TO YOU.

A PORTION OF YOUR REQUEST HAS BEEN DENIED PURSUANT TO THE FOLLOWING EXEMPTION: _____

A SEARCH OF CITY RECORDS HAS REVEALED NO RECORDS THAT MEET THE CRITERIA SET FORTH IN YOUR REQUEST.

THE DEARBORN POLICE DEPARTMENT NO LONGER UTILIZES AN IN-CAR VIDEO SYSTEM (EFFECTIVE SEPTEMBER 18, 2007).

Request processed by: _____ Date: _____