

City: Keep original and provide copy to requestor at no charge.

City of Pontiac  
47450 Woodward Ave  
Pontiac, MI 48342  
Phone: (248) 758-3000

Extension Form

Public Summary available at: [www.pontiac.mi.us/clerk/foia.php](http://www.pontiac.mi.us/clerk/foia.php)

**Notice Extending Time to Respond to FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

Request No.: \_\_\_\_\_ Date FOIA Request Received: \_\_\_\_\_

Date of this Notice: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

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

**Please be advised that pursuant to MCL 15.235(2)(d), we are extending the time for the City to respond to your FOIA request by 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, please contact the City Clerk's Office at (248) 758-3200 or shawkins@pontiac.mi.us.**

Estimated Time Frame to Provide Records: \_\_\_\_\_ (days or date)

The time-frame estimate is not binding on the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve the City from any of the other requirements of Michigan's Freedom of Information Act.

**Reason for Extension:**

1. The City needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the City must:

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

2. The City needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from Troy City Hall. Specifically, the City must coordinate documents from the following locations:

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

3. Other (describe): \_\_\_\_\_

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

Signature of FOIA Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_