

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

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: _____