

Ross Township, Kalamazoo County  
12086 M-89, Richland, Michigan 49083  
Phone: (269) 731-4888 Email: Monica@Rosstown.comcastbiz.net

Copies of the Township's FOIA procedures and guidelines, public summary, and forms are available on the Township website at [www.ross-township.us](http://www.ross-township.us).  
Copies of these documents also are available free-of-charge at the Clerk's office, located at 12086 M-89, Richland, MI 49083.

## Notice to Extend Response Time for FOIA Appeal

Michigan Freedom of Information Act, Public Act 442 of 1976, as amended; MCL 15.231, et seq.

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Appeal of FOIA Denial

Appeal of FOIA Fee

Record(s) Requested (Describe here or attach copy of original request/appeal):

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Fee at Issue: \_\_\_\_\_

**We are extending the date to respond to your FOIA appeal request.**

The township is extending the date to respond to your FOIA appeal for no more than 10 business days, until:

\_\_\_\_\_  
(day, date, month, year)

**Township Extension:** The time frame extension estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act. Only one extension may be taken per FOIA request.

Unusual circumstances warranting this extension: \_\_\_\_\_

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If you have any questions regarding this extension, you may contact the Township Clerk at (269) 731-4888 or [Monica@Rosstown.comcastbiz.net](mailto:Monica@Rosstown.comcastbiz.net).

Signature of FOIA Coordinator or Designee:

Date: