

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

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: _____

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

Signature of FOIA Coordinator or Designee:

Date: