Schoolcraft County Road Commission
Freedom of Information Act Response Form

Date request received: _____

Request received via:

US Mail	Fax	Email	In Person

Name and address of Requester:

_____

_____

_____

Public Records requested: _____

_____

_____

Request is: Granted Denied (Explanation Attached) Granted in part and Denied in part (Explanation Attached)

☐ Response period extended up to an additional 10 business days

Fees incurred in responding to request:

# of hrs x hourly wage _____

# of copies x $0.10 per page _____

Postage (actual cost) _____

Other _____

Total Costs _____

☐ First $20 of fee waived (Affidavit of Public Assistance or Indigence submitted and accepted)

☐ As the estimated fee exceeds $50, a deposit of one-half the total amount must be received by the SCRC prior to the Road Commission's response. The deposit of $_____ shall be payable by check or money order. Made payable to: Schoolcraft County Road Commission, 332N East Road, Manistique, MI 49854, along with a copy of this notice.

☐ Deposit received on _____

☐ Balance received on _____ Receipt # _____

Appeal procedure for denial of requested records is available on request.