Charter Township of Royal Oak

Request for Disclosure of Township Records

Under the Freedom of Information Act

All Information must be TYPED or PRINTED except for written signatures			
Company Name (if applicable) or Organization (if any)			Daytime Phone Area Code ( ) -
Requester's Name			Evening Phone Area Code ( ) -
Address (Street & Number)			Fax Area Code ( ) -
City	State	Zip Code	Email:

I wish to ☐ examine ☐ receive a copy of the following materials: (Please provide detailed descriptions of materials being requested and specify number of copies needed of each. If you need additional space, please continue on back.)

I understand that the Township may take ten (10) additional business days, if necessary, to fill my request due to the diverse locations or large volume of the material. I understand that if it is determined that some or all of the materials which I have requested to review or have copied may not be disclosed, I will receive a written denial including the reason for denial and explaining my right to appeal. I also understand that I may be charged with costs associated with this request, as provided in FOIA.

Signature of Requester _____ Date _____

Please submit completed request to: Royal Oak Township Clerk's Office
21131 Gardenlane, Suite 202
Ferndale, MI 48220

Phone: (248) 547-9800 ext. 211
Fax: (248) 547-1915
Email: clerk@RoyalOakTwp.com

FOR OFFICE USE ONLY			
Received by		Copy Charge	$
Approval		Mail Charge	$
Forwarded to		Labor Charge	$
FOIA Information Due (5 Days)		TOTAL	$
10 Day Extension Letter Sent		Deposit (if required)	$
Completion Date		Paid	
Requester Contacted		Copies Picked Up On	