



**Consent to Non-Statutory Extension of Township's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the Township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension.

However, I hereby agree and stipulate to extend the Township's response time for this request until: \_\_\_\_\_  
(month, day, \_\_\_\_\_ year).

*(Complete both sides)*

Requestor's Signature:	Date
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**Records Located on Website**

If the Township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Township must provide the public records in the specified format (if the Township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on Township Website**

I hereby stipulate that, even if some or all of the records are located on a Township website, I am requesting that the Township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature:	Date
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**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the Township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. \_\_\_ Labor to copy/duplicate 2. \_\_\_ Labor to locate 3a. \_\_\_ Labor to redact 3b. \_\_\_ Contract labor to redact 6b. \_\_\_ Labor to copy/duplicate records already on Township's website

Requestor's Signature	Date
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