

COMMISSIONERS

John T. Dunleavy
Chairman
David R. Peckens
Vice Chairman
Richard I. Slayton
Member

Livingston County

BOARD OF COUNTY ROAD COMMISSIONERS

3535 Grand Oaks Drive
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This is NOT an interactive form.
Please print, complete and Fax,
email, or mail this FOIA Form to
the LCRC at the above address.

FREEDOM OF INFORMATION ACT
REQUEST FORM

You may FAX your FOIA request to (517) 546-9628, or email at: mail@livingstonroads.org
Questions, please call (517) 546-4250

As a governmental agency, the Livingston County Road Commission is required to comply with the Public Act 442 of 1976, the Freedom of Information Act (FOIA).

If you are interested in obtaining documents that fall with the requirements of the FOIA, you may submit a Freedom of Information Act (FOIA) Request in writing to the Livingston County Road Commission, 3535 Grand Oaks Drive, Howell, Michigan 48843, Attention: FOIA Coordinator.

Please be advised that upon receipt of a FOIA request, the Road Commission has five (5) business days in which to respond (six (6) business days if received via fax or email), in accordance with the Act, and the requesting party will be charged for staff research time, copies of any documents requested, and postage (if mailed). If an extension of time is necessary in order to fulfill a FOIA request, the Road Commission will notify the requesting party in writing, at which time an additional ten (10) business days will be permitted to the agency, in accordance with the Freedom of Information Act. Board meeting minutes may be obtained directly for the Livingston County Road Commission website at: http://www.livingstonroads.org/about_agenda_minutes.htm

(PLEASE PRINT)

DATE OF REQUEST:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NUMBER(s):

EMAIL ADDRESS:

DESCRIBE THE DOCUMENT(S) REQUESTED: (Be as specific as possible in your description; include dates(s), address(es), name(s), etc., as you will be charges accordingly for staff research time and any copies related to your FOIA request.)

(If more room is needed to describe your request, please use the reverse side of this form)

Please Check:

I WILL PICK UP DOCUMENT(S):

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REQUESTED MODIFICATION(S) TO ORIGINAL FOIA REQUEST: