

Township: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Ann Arbor Charter Township, Washtenaw County
3792 Pontiac Trail
Ann Arbor, MI, 48105
Phone: (734) 663-3418

Extension Form

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
(Please Print or Type) **Date delivered to junk/spam folder:** _____
Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above
 Deliver on digital media provided by the Township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact _____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame 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.

Reason for Extension:

1. The Township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Township must:

2. The Township needs to collect the requested public records from numerous sources. Specifically, the Township must coordinate documents from the following sources:

3. Other (describe): _____

Signature of FOIA Coordinator: _____ **Date:** _____