

SAGINAW COUNTY
FREEDOM OF INFORMATION REQUEST FORM
(To be completed by the requester)

FOIA Coordinator
Chair
Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

Phone: (989) 790-5267
Fax: (989) 790-5569
Email: boc@saginawcounty.com

Dear F.O.I.A. Coordinator:

In accordance with the **Freedom of Information Act** (MCL 15.231 et seq, Public Act 553 of 1997), as amended, and the *Saginaw County Freedom of Information Request Policy*, I am asking for the following information:

I understand the Act allows a public body to charge a fee and that I will be notified of same.

(Please print clearly)

Full Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail Address: _____

Submittal Instructions

Be as detailed as possible. Print, sign and date request. Send by mail to the address above, email boc@saginawcounty.com, or fax to (989) 790-5569. Please call (989) 790-5267 with any questions.

Requester's Signature

Date