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ANN ARBOR, MICHIGAN 48103
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FREEDOM OF INFORMATION ACT REQUEST FORM

You may FAX your FOIA request to (734) 761-3239, or via email at: warc@wcroads.org
Questions, please call (734) 327-6674

As a governmental agency, the Washtenaw 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 within the requirements of the FOIA, you may submit a Freedom of Information Act (FOIA) Request **in writing** to the Washtenaw County Road Commission, 555 N. Zeeb Road, Ann Arbor, Michigan 48103, 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 from the Washtenaw County Road Commission website at: <http://www.wcroads.org/aboutus/theboard/meetings.htm>.

(PLEASE PRINT)

DATE OF REQUEST:

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

CONTACT NUMBER(s):

EMAIL ADDRESS:

DESCRIBE THE DOCUMENT(S) REQUESTED: (Be as specific as possible in your description; include date(s), address(es), name(s), etc., as you will be charged 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):

PLEASE MAIL:

REQUEST TO REVIEW FILES:

(For WCRC only – Do not write below this line)

APPROVED/
AMOUNT DUE:

CONTACTED
ON (Date):

PAID
CHECK NO:

REQUEST
DENIED:

REQUESTED MODIFICATION(S) TO ORIGINAL FOIA REQUEST: