

BENZIE SHORES DISTRICT LIBRARY FREEDOM OF INFORMATION ACT POLICY

Benzie Shores District Library
P.O. Box 631
630 Main St.
Frankfort, MI 49635
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bsd@benzieshoreslibrary.org
phone/fax 231-352-4671

While the vast majority of public information does not require a Freedom of Information Act request, under Michigan Law a person has a right to file a FOIA request for public information and to appeal a negative decision to the Library Board. In responding to a request the library may consult legal counsel. There is no charge for processing a FOIA Request. The library will respond within five (5) business days.

FREEDOM OF INFORMATION ACT REQUEST FORM

Please fill out the form and submit it to the Benzie Shores District library by email, fax, mail or in person. The library will respond within 5 business days. There is no charge for this service.

Name/Organization (Request from):	Phone:
	Fax:
	Email:
Mailing Address:	
City/State:	Zip

Describe the public record(s) requested as specifically as possible.

Signature:	Date: