



**NOTICE TO EXTEND RESPONSE TIME FOR FOIA REQUEST**

By Authority of the Michigan Freedom of Information Act,  
P.A. 442 of 1976, as amended

202 SOUTH WATER ST ▪ OWOSSO, MICHIGAN 48867-2958 ▪ (989) 725-0580 ▪ FAX (989) 725-0528

Date of This Notice: \_\_\_\_\_

**Record(s) You Requested:** (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:

FOIA Coordinator  
Phone: (989)725-0580  
Email: [FOIACoordinator@ci.owosso.mi.us](mailto:FOIACoordinator@ci.owosso.mi.us)

**Estimated Time Frame to Provide Records:** \_\_\_\_\_  
(days or date)

The time frame estimate is nonbinding upon the township, but the City 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 City 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 City must:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The City needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from City Hall. Specifically, the City must coordinate documents from the following locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Other (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature of FOIA Coordinator:**

**Date:**