



innovative by nature

City of Rochester Hills, MI Request for Public Record

CLE-00115-P/ Rev. 032015

I request to (please check one):	Receive a copy of the requested records	Review the requested records
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Company Name (if applicable) or Organization (if any)	Daytime Phone	
Requester's Name	Daytime Phone	
Address	Email	
City	State	Zip Code

Specifically describe the public records you request. (If your request is unclear, imprecise, too general, over broad, or inaccurate, it may prevent the city from providing the records you seek.)

I understand the city will charge a [fee for copies](#) of public records in the amount prescribed in [Chapter 54 Fees](#) of the Rochester Hills Code of Ordinances, plus labor costs when one quarter (1/4) hour or more of staff time is necessary to search, examine, review, copy, produce, or delete and separate exempt information from the records. If the estimated fee exceeds \$50.00, a deposit of up to one half (1/2) the total fee may be required. Further, I understand that under the law, the city has five (5) business days to respond to this request and may issue a notice extending the time for ten (10) additional business days. A written request made by facsimile, electronic mail, or other electronic transmission is not received by a public body until one (1) business day after the electronic transmission is made.

Signature of Requester

Date

Office Use Only	
Received by _____	Date _____
Extension _____	Date Completed _____