Village: Keep original and provide copies of both sides form to requester at no charge, along with referral to Public Summary of FOIA Policy on Village website.

Village of Bear Lake
12376 Virginia St, P.O. Box 175
Bear Lake , MI 49614
231-970-2066

Notice of Denial of FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et.seq.

Request Number: _____ Date Received: _____ By (√) : ____ Letter Dated: _____ or (√) ____Email*

Email Dated: _____ If email went to junk/spam folder: Sent Date = _____ Recovered Date= _____

Request for (√): _____ Copy _____ Certified Copy _____ Record Inspection at Village _____ Subscription to record(s) issued for 6 months

Delivery Method (√): ____ Pick Up _____ Requester to Copy at Village Hall _____Mail to Address Below _____Email to Address Below

Requester Information:

Name:	**Phone:**	
Firm/Organization:	**Email:**	
Address		
City	**State**	**Zip**

The public record(s) you requested was/were described as:
(FOIA Coordinator- Transcribe from original request or indicate "See Attached" and attach a copy of the original FOIA request):

FOIA Coordinator (√ one):

_____ All OR _____ Part of your request has been denied for the reason(s) shown below:

Reason for Denial
(FOIA Coordinator: Check reason(s) that FOIA was denied and complete Subsection number and explanation for each reason checked.)

1.) _____Exempt from Disclosure

The information you requested is exempt from public disclosure under FOIA Section 13, Subsection: _____ (insert appropriate number) because (explain how subsection applies to record(s) requested:

_____

_____

_____

_____

_____

_____

2.) _____Record Does Not Exist

The information you requested does not exist under the name provided in your request or another name reasonably known to the Village. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, please provide a description below that will enable us to locate the record and return this form to the FOIA Coordinator/Village Clerk at **bearlakeclerk@gmail.com .**

_____

_____

_____

_____

_____

_____

3.) _____Redaction:

A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Subsection: _____ (insert appropriate number(s)) because (explain how subsection applies to record(s) requested AND provide brief description of the information that had to be separated or deleted:

_____

_____

If you have questions regarding this denial, please contact the Village FOIA Coordinator/Village Clerk by email at bearlakeclerk@gmail.com or call 231-970-2066.

Notice of Requester's Right to Seek Judicial Review	
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Village Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Village has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of the public record, you have the right to receive attorney's fees and damages as provided in MCL 15.240.	
Signature of FOIA Coordinator:	**Date:**

jwv 952023