

**Barry County Central Dispatch Authority
2600 Nashville Rd.
Hastings, MI 49058**

FOIA Response Form

To: **Name of Requestor**

Your FOIA request of records from our entity received on **Date of Receipt** and assigned the FOIA number of **FOIA Number**. Attached at no cost to you are copies of our FOIA Policies and Procedures and FOIA Summary.

1. Because of unusual circumstances, **Describe circumstances [Check Policies for common categories of these circumstances]** we require up to an additional 10 business days to respond to your request.
2. This is a certification that the following records do not exist under the name given by you or by another name reasonably known to us, or are not retained by us in the performance of an official function:
3. The following records you request are exempt for the reason given: **Describe both the records and the statutory cite of the exemption**
4. Your request is granted for all other records you requested.
 - a. Copies of those records are attached.
 - b. You may obtain copies of your requested records by first paying a fee of \$ **_____**. See attached invoice.
 - c. If you want the following records: **_____**, we will have to undertake a lengthy, time-consuming search. We will search and copy the records after you have paid a deposit of \$ **_____**, which is one-half of the estimated search and costs, which are: duplication; media storage; labor rate; ; labor time; benefit percentage; and postage. A final bill detailing the actual search and copying costs will be generated after the records are collected and copied, with a credit for your deposit. The entire final bill must be paid before you may get these records.
 - d. You may inspect the records at this office on _____ at the time of _____.

If your request has been denied in whole or part or you are dissatisfied with the fees, you have the right to submit to our government board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for your appeal. Within 180 days after a denial of the original request, or 45 days after a denial of an appeal of a FOIA charge, you may seek judicial review of the denial in state circuit court. If the circuit court determines that we have not complied with FOIA, it may order disclosure of all or a portion of the record(s) as well as order damages, including punitive damages up to \$1,000 and a civil fine of \$1,000 for a denial of records and \$500 for an improper charge, as well as the reimbursement of your costs and attorneys' fees and other appropriate relief.

Dated: **_____** Approved by: _____
_____ FOIA Coordinator