

Gull Lake Sewer and Water Authority
7722 N. 37th Street, Richland, Michigan 49083
Phone: (269) 731-4595 Email: richmonda@glswa.org

Copies of the Authority's FOIA procedures and guidelines, public summary, and forms are available on the Authority website at www.glswa.org.
Copies of these documents also are available free-of-charge at the Executive Assistant's office, located at 7722 N. 37th Street, Richland, MI 49083.

Notice to Extend Response Time for FOIA Appeal

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

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Appeal of FOIA Denial

Appeal of FOIA Fee

Record(s) Requested (Describe here or attach copy of original request/appeal):

Fee at Issue: _____

We are extending the date to respond to your FOIA appeal request.

The Authority is extending the date to respond to your FOIA appeal for no more than 10 business days, until:

(day, date, month, year)

Authority Extension: The time frame extension estimate is nonbinding upon the Authority, but the Authority 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. Only one extension may be taken per FOIA request.

Unusual circumstances warranting this extension: _____

If you have any questions regarding this extension, you may contact the Authority's Executive Assistant at (269) 731-4595 or richmonda@glswa.org.

Signature of FOIA Coordinator or Designee:

Date: