## Bay-Arenac Behavioral Health: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

**Bay-Arenac Behavioral Health** 

201 Mulholland, Bay City MI 48708 Phone: 989-895-2300 Request Form
Note: Requestors are not

required to use this form.

Bay-Arenac Behavioral

Health may complete one for recordkeeping if not used.

## **FOIA Request for Public Records**

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

Request No.:	Date Received:	Check if recei			Other Electronic Method
(Please Print or Type)		Date <u>delivered</u>			
Name		w		Phone	
Firm/Organization		\$\$\$\langle\$\$ \text{\$\langle\$\$ \text{\$\langle\$\$ \$\langle\$\$ \text{\$\langle\$\$ \$\langle\$\$ \$\langl		Fax	
Street				Email	
City		St	ate	Zip	
Request for: Copy	Certified copy	Record inspection	Subsc	ription to reco	rd issued on regular basis
Delivery Method: Will p  Deliver on digital media pr		,	Mail to addr	ress above	Email to address above
<b>Note:</b> Bay-Arenac Behavioral Health does not already have			iital format or	on digital med	ia if Bay-Arenac Behavioral
Describe the public record(	s) as specifically as possib	le. You may use thi	s form or attac	ch additional s	heets:
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	sent to Non-Statutory Extension				
I have requested a copy of recordinformation Act, Public Act 442 of five (5) business days after receivement the Bay-Arenac Behavior	of 1976, MCL 15.231, et seq. I un ving it, and that response may in	nderstand that Bay-Ar nclude taking a 10-bus	enac Behaviora siness day exte	al Health must r nsion. However	espond to this request within  The individual is the second stipulate to the second stipulate to the second
Requestor's Signature					Date

## Records Located on Website

If Bay-Arenac Behavioral Health directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, Bay-Arenac Behavioral Health must notify the Requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, Bay-Arenac Behavioral Health must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If Bay-Arenac Behavioral Health has included the website address for a record in its written response to the Requestor and the Requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, Bay-Arenac Behavioral Health must provide the public records in the specified format (if Bay-Arenac Behavioral Health has the technological capability) but may use a fringe benefit

Request for Copies/Duplication of Records on Bay-Arenac Behavioral Health's Website   Thereby stipulate that, even if some or all of the records are located on the Bay-Arenac Behavioral Health website, I am requesting that the Bay-Arenac Behavioral Health website, I am requesting that the Bay-Arenac Behavioral Health website, I am requested above. I understand that some FOIA fees may apply.    Requestor's Signature
Requestor's Signature  Overtime Labor Costs  Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.  Consent to Overtime Labor Costs  I hereby agree and stipulate to Bay-Arenac Behavioral Health using overtime wages in calculating the following labor costs as itemized in the following categories:  1. □ Labor to copy/duplicate 2. □ Labor to locate 3a. □ Labor to redact 3b. □ Contract labor to redact 6b. □ Labor to copy/duplicate records already on Bay-Arenac Behavioral Health's website  Requestor's Signature  Request for Discount: Indigence  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:  1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR  2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.  If a Requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:  (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,  (ii) The individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.  Office Use: □ Affidavit Received □ Eligible for Discount □ Ineligible for Discount  I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:  Date:
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Requestor's Signature:
Request for Discount: Nonprofit Organization
A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each
request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities  Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the
following requirements:
(i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code,
1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by Bay-Arenac Behavioral Health.
Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made  Date:
directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:
THE CONTRACT COURTS OF THE PROPERTY COURT COURT COURT TO THE POST THE POST THE POST TO THE POST THE PO
Requestor's Signature: