Request for Public Records

To: FOIA Officer – Library Director
Allegan District Library
331 Hubbard Street
Allegan, MI 49010

From

Name:

_____

Street Address:

_____

City, State, Zip, Code:

_____

Phone Number:

_____

Fax Number:

_____

E-mail Address:

_____

Specific Description of Requested Record(s): _____

_____

_____

_____

_____

Please indicate what type of copies you would like to receive

____Printed Copy

____Electronic Copy

____Certified Copy

Is this request being made for commercial purpose?

Please note: It is a violation of the Freedom and Information Act for a person knowingly to obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose

For Library use

Date Received: _____ Date Response Due: _____

Signature: _____ Date: _____

Form Adopted 8/2014