

**Library:** Keep original and provide copy of both sides along with Public Summary to requestor at no charge

Milford Public Library, Oakland County  
 330 Family Drive  
 Milford, Michigan 48381  
 Phone: 248-684-0845

**Request Form**  
 Note: Requestors are not required to use this form. The Library 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.**

*(Please Print or Type)*

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip Code

**Request for:**  Copy  Certified Copy  Record Inspection  Subscription to record issued on regular basis

**Delivery Method:**  Will pick up  Will make own copies onsite  Mail to address above  
 Email to address above  Deliver on digital media provide by the Library \_\_\_\_\_

**Note:** *The Library is not required to provide records in a digital format or on digital media if the Library does not already have the technological capability to do so.*

**Describe the public record(s) as specifically as possible.** You may use this form or attach additional sheets:


<b>Requestor's Signature</b>	<b>Date</b>
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*This section for Library use only*  
 Request #: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
 Date Received: \_\_\_\_\_  
 Date DELIVERED to junk/spam folder: \_\_\_\_\_  
 Date DISCOVERED in junk/spam folder: \_\_\_\_\_