

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

Denial Form

### NOTICE OF DENIAL OF FOIA REQUEST

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 \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_

All OR  Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact the Library Director at 248-684-0845 x.101 or FOIA@milfordlibrary.info.

**Reason for Denial:**

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the Library. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_

A brief description of the information that had to be separated or deleted: \_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Board of Trustees or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240 (See back of this form for additional information on your rights).

Signature of FOIA Coordinator:

Date:

*This section for Library use only*

Request #: \_\_\_\_\_

Check if received via:  Email  Fax  Other Electronic Method

Date Received: \_\_\_\_\_ Date of this Notice: \_\_\_\_\_

Date DELIVERED to junk/spam folder: \_\_\_\_\_

Date DISCOVERED in junk/spam folder: \_\_\_\_\_