



DETROIT TRANSPORTATION CORPORATION

535 Griswold, Suite 400
Detroit, MI 48226
Phone: (313) 224-2160

FOIA Request for Public Records

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

Date Received: _____ Received via: E-mail Fax Mail
 Junk/Spam Folder Date Delivered _____ Date Discovered _____

| | | |
|-------------------|--------|----------|
| Name | Phone | |
| Firm/Organization | Fax | |
| Street | E-mail | |
| City | State | Zip Code |

Request for: Copy Record Inspection

Delivery Method: Will pick up Will make own copies onsite Mail to address above
 E-mail to address above Deliver on digital media provided by DTC

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

Describe the public record(s) as specifically as possible using this form or attaching additional sheets:

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Consent to Non-Statutory Extension of DTC's Response Time

I have requested a copy of records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the DTC must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the DTC's response time for this request until: _____ (month, day, year).

Requestor's Signature

Date

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Records Located on Website

Public records available on DTC's internet site are exempt from labor charges to redact. DTC must notify the requestor when some of the requested information is on DTC's website and identify the specific webpage address where the information is found. The DTC cost itemization form must inform the requestor that additional charges apply for records that are available on its website. If the requestor asks that the public record be provided in a paper format, DTC must provide the public records in the specified format (if DTC has the technological capability) but may use a fringe benefit multiplier greater than the 50%.

Request for Copies/Duplication of Records on DTC Website

I hereby request that DTC make copies of those records on the website and I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

Consent to Overtime Labor Costs

I request DTC to use overtime wages for the following labor costs in the following categories: 1. Labor to copy 2. Labor to locate 3a. Labor to redact 3b. Contract labor to redact 6b. Labor to copy records already on DTC's website

Requestor's Signature

Date

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 received discounted copies of public records from DTC twice during that calendar year; or (ii) The request is in conjunction with outside parties who are paying the individual to make the request. A public body may require a statement by the request is not being made in conjunction with outside parties in exchange for payment.

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

Requestor's Signature:

Date:

Request for Discount: Nonprofit Organization

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; and (iii) Is accompanied by documentation of its designation by the state, if DTC requests.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I am a designated agent for the nonprofit organization making this FOIA request and that this request is made 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:

Requestor's Signature:

Date: