

**City of Jackson**  
**FOIA Appeal Form – To Appeal a Denial of Records**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 et seq.**

Date FOIA Request was Received: \_\_\_\_\_

Received via:    Mail\_\_\_\_\_                      Email\_\_\_\_\_                      Fax\_\_\_\_\_                      Personal Delivery: \_\_\_\_\_

*(Please Print or Type)*

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

**Request for:**     Copy                       Certified Copy                       Record Inspection

**Delivery method:**     Will pick up                       Mail to address above                       Email to address above

**Record(s) you requested:** (Listed here or see attached copy of original request):

\_\_\_\_\_

\_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must specifically identify the reason(s) you believe the denial should be overturned. You may use this form or attach additional sheets: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Manager's Response:**

The City must provide a response within ten (10) business days after receiving this appeal, including a determination or taking one 10-day extension.

**City Extension:** We are extending the time to respond to your FOIA appeal for no more than 10 business days, until \_\_\_\_\_. Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**City Manager Determination:**

Denial Reversed                       Denial Upheld                       Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of City Manager**

**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 by commencing an action in Jackson County Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. Additional information regarding your appeal rights is attached.