

# **Augusta Charter Township Freedom of Information Act (FOIA) Policies and Forms**

**All Forms listed on the Township's website  
[augustatownship.org](http://augustatownship.org)  
left side under Forms and Applications**

# **Augusta Charter Township**

## **FOIA Procedures & Guidelines**

### **Inspection of Records Policy**

# **Augusta Charter Township**

## **Required Documents to Provide when a FOIA Request is submitted**

- **Public Summary of FOIA Procedures & Guidelines**
- **FOIA Request Form (2 sided)**
- **Appointment Schedule (for View Only of original records)**

# **Augusta Charter Township**

## **Additional FOIA Forms to Be Provided by FOIA Coordinator as Requests are being processed**

- **Fee Itemization Form**
- **Notice to Extend Response Time for FOIA Request**
- **Notice of Denial of FOIA Request (including MCL 15.240 Section 10 as required)**
- **Reasons for a Denial of FOIA**
- **FOIA Appeal Form – To Appeal a Denial of Records (including MCL 15.240 Section 10 as required)**
- **FOIA Appeal Form – To Appeal an Excess Fee (including MCL 15.240 Section 10 as required)**