

**Southwestern Michigan College's
Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method

Date discovered in junk/spam folder: _____ Date delivered to junk/spam folder: _____

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 provided by the College: _____

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

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

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact _____.

Estimated Time Frame to Provide Records: _____ (days or date)

The time frame estimate is nonbinding upon the College, but the College is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

1. The College needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the College must:

2. The College needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the College's office. Specifically, the College must coordinate documents from the following locations:

3. Other (describe): _____

Signature of FOIA Coordinator: _____	Date: _____
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