

Ontwa Township  
26225 US Highway 12  
Edwardsburg, MI 49112

## **General FOIA Procedures**

Request a Public Record

Coordinator Processes Request and issues a response within 5 business days of receipt.

The Township will respond in one of the following ways:

1. Grant the request.
2. Issue notice of denial
3. Grant in part and issue notice of denial in part
4. Issue notice of extension for no more than 10 business days, totaling 15 business days.

All records copied will be one-sided at the cost of .10 cents per copy. Labor costs are estimated at \$5.00 per 15-minute increments.

A cost estimate will be provided to the requestor.