

**FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS  
APPEAL FORM – TO APPEAL AN EXCESSIVE FEE**

MICHIGAN FREEDOM OF INFORMATION ACT, PUBLIC ACT 442 OF 1976, MCL 15.231, *et. seq.*

Copies of the DRCFA's Freedom of Information Act Procedures and Guidelines and the Written Public Summary are maintained on: the DRCFA's website at [www.DRCFA.org](http://www.DRCFA.org); the Huntington Place website at [www.huntingtonplacedetroit.com](http://www.huntingtonplacedetroit.com); and at Huntington Place, One Washington Boulevard, Detroit, MI 48226.

Mailing Address: Detroit Regional Convention Facility Authority  
Attn: FOIA Coordinator  
One Washington Boulevard  
Detroit, MI 48226

Tel. No.: (313) 877-8291 FAX No.: (313) 877-8274 E-Mail Address: [DJasion@DRCFA.org](mailto:DJasion@DRCFA.org)

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Submitted: \_\_\_ In-Person \_\_\_ By U.S. Mail \_\_\_ By Fax/Email

Date delivered to junk/spam folder: \_\_\_\_\_ Date discovered in junk/spam folder: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_  
(LAST) (FIRST) (MI)

Firm/Organization: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_  
(STREET) (CITY & STATE) (ZIP CODE)

Requestor's Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request for:  Copy  Certified Copy  Record Inspection

Non-Paper Physical Media (i.e. Computer Discs; Digital Drives, etc. Only if the DRCFA possesses the necessary technological capability to provide the records in the requested format)

Subscription to Record Issued on a Regular Basis

Delivery Method:  Will Pick-Up  Mail to Address Above  Email to Address Above

**DESCRIPTION OF PUBLIC RECORD(S) REQUESTED** – List here or attach a copy of original request

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(OVER)

**Reason(s) for Appeal**

The appeal must specifically identify how the fee(s) assessed/required by the DRCFA exceed the amount permitted by the Michigan Freedom of Information Act and/or the DRCFA's Policies and Procedures. You may use this form or attach additional sheets:

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

**DRCFA's Response:**

The DRCFA Board of Directors is not considered to have received a written appeal until the first regularly scheduled DRCFA Board meeting following submission of the written appeal. The DRCFA must provide a response within 10 business days after the first regularly scheduled DRCFA Board meeting following submission of the written appeal unless the DRCFA has issued a notice extending for not more than 10 business days the period during which the DRCFA Board of Directors shall respond to the written appeal.

DRCFA Extension: The DRCFA is extending the date to respond to your Freedom of Information Act Appeal of an Excessive Fee for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per Freedom of Information Act Appeal. The unusual circumstances warranting the extension are:

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Should you have any questions regarding this extension, please contact: \_\_\_\_\_ at (313) \_\_\_\_\_.

**DRCFA Determination:**

Fee Waived       Fee Reduced       Fee Upheld

Written basis for the DRCFA's determination:

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**Notice of the Requestor's Right to Seek Judicial Review**

Under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, you are entitled to appeal a Freedom of Information Act Request fee that you believe exceeds the amount permitted under the DRCFA's written Procedures and Guidelines to the DRCFA Board of Directors or to initiate an action in Wayne County Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the DRCFA Board of Directors. If a civil action is commenced in Court, the DRCFA is not obligated to complete processing the request until the court resolves the fee dispute. If the Court determines that the DRCFA required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (Please see the attached document for additional information on your rights.)

\_\_\_\_\_  
**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of FOIA Coordinator or Representative**