

Ontwa Township
26225 US Highway 12
Edwardsburg, MI
49112

General FOIA Procedures

Request a Public Record

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

The Township will respond in one of the following ways:

- * Grant the request
- * Issue notice of denial
- * Grant in part and issue notice of denial in part
- * Issue notice of extension for no more than 15 business days
- * Issue notice of public record available at ontwatwp.org

All records copied will be one sided at the cost of .10 cents per copy. Labor costs are estimated at \$2.75 per 15 minute increment.

A cost estimate will be provided to the requestor if fees are estimated to exceed \$50.00.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State Law to administer and process FOIA requests. The Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.