



## FOIA Request Form

Freedom of Information Act

Please submit to:

Saline Area Fire Department  
205 E Michigan Avenue  
Saline, MI 48176

Office Use Only

FOIA# \_\_\_\_\_

Due: \_\_\_\_\_ 10-Day Extension Due: \_\_\_\_\_

Tel: (734) 429-4440

Fax: (734) 429-0528

[choeft@cityofsaline.org](mailto:choeft@cityofsaline.org)

The Michigan Freedom of Information Act generally permits requests for inspection or copies of public records. Requests for records or information relating to a civil action in which you and the SAFD are parties may be denied under MCL 15.243(1)(v). You may not make a request for records if you are currently incarcerated.

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Description of Records (please print)

Describe, with specificity, the public records you are requesting. If you are not sufficiently specific, it may be impossible to identify the records you request and your request may be denied. You may be contacted for clarification.

### Fire Department Records (fill out only if requesting records pertaining to a fire department incident)

Date of Incident: \_\_\_\_\_ Name of person involved: \_\_\_\_\_

Your relation to person involved: \_\_\_\_\_

Incident records requested:  NFIRS Basic Incident Report  Investigation Report

Photographs

You will receive a response within 5 business days after your request is received. Electronically transmitted requests are deemed received the next business day after they are sent. The SAFD may issue a notice extending the request for up to 10 business days. You will be charged allowable fees for processing. If the estimated costs exceed \$50, you may be required to provide a deposit before your request will be fulfilled. For additional information about the FOIA request process, please see the SAFD's FOIA Procedures and Guidelines and Written Public Summary at [www.salinefire.com/foia](http://www.salinefire.com/foia)

Please select how you would like to receive the requested records:  Pick up  Mail  Email

**RECORDS WILL NOT BE RELEASED UNTIL FULL PAYMENT OF COSTS**