

Landfill: Keep original and provide copy of both pages, along with Public Summary to requestor at no charge.

Southeast Berrien County Landfill

1540 Mayflower Road
Niles, MI 49120
(269) 695-2500

Extension Form

Notice to extend Response Time for FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No. _____ Date Received: _____

Check if received via: Email Fax Other Electronic Method

Date of this Notice: _____

Date delivered to Junk/spam folder: _____

(Please Print or Type)

Date discovered in Junk/spam folder: _____

Name		Phone
Firm / Organization		Fax
Street		Email
City	State	Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies on site Mail to address above Email to address above

Deliver on digital media provided by the Landfill: _____

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

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 the FOIA Coordinator at (269) 695-2500 extension 214 or via email at cneary@sebclandfill.com.

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

The time frame estimate is nonbinding upon the Landfill, but the Landfill 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 Landfill needs to search for, collect, or appropriately examine or review the voluminous amount of separate and distinct public records pursuant to you request. Specifically the Landfill must:

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

3. Other (describe): _____

Signature of FOIA Coordinator:	Date:
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