



Kent County Road Commission

Michigan Freedom of Information Act (FOIA) Request Authority: 1976 PA 442, as amended

*Kent County Road Commission's complete FOIA Statement and Procedures are available at
www.kentcountyroads.net/resources/foia-statement*

Those wishing to do so may submit a FOIA request for records:

- In person, by mail or via electronic means (i.e., fax, e-mail or other electronic means) to:

FOIA Coordinator
Kent County Road Commission
1500 Scribner Avenue NW
Grand Rapids, MI 49504
(p) 616-242-6900 (f) 616-336-2370
FOIA@kentcountyroads.net

- Requests submitted in person or by mail are deemed received as of the date of receipt. Requests submitted to the Kent County Road Commission (KCRC) via electronic means are deemed received by the FOIA Coordinator one business day after the date the electronic transmission is made.

Under FOIA, KCRC may charge a fee for providing a copy of a public record, including labor costs, if the failure to charge a fee would result in unreasonably high costs to KCRC because of the nature of the request. If the time required to respond to a FOIA request exceeds one-half hour, the request will be deemed to result in unreasonably high costs to KCRC. KCRC may require the payment of a deposit or, in certain circumstances, may waive payment of the fee.

FOIA provides the public body with five (5) business days to respond to the request with a provision for an additional ten (10) days extension, if necessary.

Please describe the public record as sufficiently as possible, specifying subject matter, date and person.

Preferred Delivery Method:

Mail Fax E-Mail Site Inspection Pick-Up Personally

First Name: _____ Last Name: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____ Firm/Organization: _____

Address: _____

Signature: _____