



399 Quincy Street, Hancock, MI 49930 phone: (906)482-2720 fax: (906)482-7910

**Michigan Freedom of Information Act- Request for Public Records**

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**1. Please state the name of the public record you are requesting and include the following:**

Names Referred to in Record: \_\_\_\_\_

Date of Record: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Specific Notes and Information: \_\_\_\_\_

**2. Method of Access Desired:**                      **Pickup**                      **Mail**                      **Examine**                      **Email**

**3. Mailing Address (If different than above):**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

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

**Return to City Manager**  
Glenn Anderson  
399 Quincy Street  
Hancock MI 49930