



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/FOIA Coordinator
399 Quincy Street
Hancock MI 49930