

**LRE:** Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.



**Notice to Extend Response Time for FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

Date Received:

**Request Number** *(Office Use only):*

Check if received via: ☐ Email

☐ Fax

☐ Other Electronic Method

Date **delivered** to junk/spam folder:

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 onsite ☐ Mail to address above ☐ Email to address above  
☐ Deliver on digital media provided by LRE

**Record(s) You Requested:** (Listed here or see attached copy of original request):

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: at

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

The time frame estimate is nonbinding upon Lakeshore Regional Entity (LRE), but LRE 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.** LRE needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, LRE must:

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

☐ **3.** Other (describe):

**Signature of FOIA Coordinator:**

**Date:**

, LRE FOIA Coordinator