



# Emmett Charter Township, Calhoun County

621 Cliff Street, Battle Creek, MI 49014

Phone: (269)968-0241 Email: [foia@emmett.org](mailto:foia@emmett.org)

Copies of the Township's FOIA procedures and guidelines, public summary, and forms are available on the Township website at <https://www.emmett.org/>. Copies of these documents also are available free-of-charge at the Clerk's office, located at 621 Cliff Street, Battle Creek, MI 49014.

## Notice to Extend Response Time for FOIA Request

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

**Michigan Freedom of Information Act, Public Act 442 of 1976, as amended; MCL 15.231, et seq.**

**Record(s) Requested:** (Describe here or attach copy of original request.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### We are extending the date to respond to your FOIA request.

**Estimated Time Frame to Provide Records:** \_\_\_\_\_ (no more than 10 business days unless otherwise agreed)

The time frame estimate is nonbinding upon the township, but the township 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. Only one extension may be taken per FOIA request.

If you have any questions regarding this extension, you may contact the Township Clerk at (269)968-0241 or [foia@emmett.org](mailto:foia@emmett.org) .

#### Reason for Extension:

**1.** The township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request.

\_\_\_\_\_  
\_\_\_\_\_

**2.** The township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the township office.

\_\_\_\_\_  
\_\_\_\_\_

**3.** Other (describe): \_\_\_\_\_

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**Signature of FOIA Coordinator or Designee:**

**Date:**