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**Notice of Extend Response Time for FOIA Request**

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Method

Date of This Notice: \_\_\_\_\_  
(Please Print or Type)

Date delivered to junk/spam folder: \_\_\_\_\_  
Date discovered in junk/spam folder: \_\_\_\_\_

Name:	Phone:
Firm/Organization:	Fax:
Address:	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 GST Michigan Works!

Record(s) 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, contact Wendy Paxton, FOIA Coordinator.

Estimated Time Frame to Provide Records: \_\_\_\_\_ (month, day, year)  
The time frame estimate is nonbinding upon GST Michigan Works! but GST Michigan Works! is providing the estimate. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

**Reason for Extension:**

1) GST Michigan Works! needs to search for, collect or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, GST Michigan Works! must:

\_\_\_\_\_

2) GST Michigan Works! needs to collect the requested public records from numerous field offices, facilities or other establishments that are located apart from GST Michigan Works!' offices. Specifically, GST Michigan Works! must coordinate documents from the following locations:

\_\_\_\_\_

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

\_\_\_\_\_

Signature of FOIA Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

