Pleasant Plains Township FOIA Request Form
Freedom of Information Act 422 of 1976, MCL 15.231

7333 S M37
PO BOX 239
Baldwin, MI 49304
Phone: (231) 745-2949 EXT 1
Email: Clerk@PleasantPlainsTwp.org

I. Requestor Information (MUST BE COMPLETED)			
Name	**Phone**	**Email**	
Street Address	**City**	**State**	**Zip Code**
Representing Company (if applicable)	**Client Name (if applicable)**	**Date**	

II. Record Request Information		
Record Date(s)	**Location / Department**	**Description**

III. Delivery Method (select only one)

☐ Mail to Requestor

☐ Mail to Address Below (if different from address in section I)

Street	**City**	**State**	**Zip Code**

☐ Email (depending on size, a link to zip archive will be sent instead of an email attachment)

IV. Signature

Clerk Office Use Only		
Date Received	**Received By**	**Date Due**