

Troy Police Department
Freedom of Information Act
Request Form

The Michigan Freedom of Information Act (FOIA) provides full and complete information **regarding the affairs of government and the official acts of those who represent them...** to insure that "the people shall be informed so that they may fully participate in the democratic process." {MCL 15.231 Sec.1 (2)}. MCL 15.243(1)(a): exempts from disclosure "Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy."

The Courts have noted that, where an invasion of privacy may occur, **the person seeking disclosure** must show that the benefit **to the public interest** in releasing the information outweighs the possibility of harm to people involved. If your request concerns the affairs of a private citizen, is not in regard to the affairs of government, or the document(s) you request contain information of a personal nature, **you** must show a benefit to the public interest by release of this information or we may deny, in whole or in part, your request.

We may charge a fee for the public record search, copying of public records for inspection or for providing a copy of a public record and for our examination, review, deletion and separation of exempt from nonexempt information.

Date of Request: _____ Requester: _____

Telephone: _____ Address: _____

FAX: _____

MCL 15.233(3)(1) Requires a "...a written request that describes a public record sufficiently to enable the public body to find the public record..." Please provide as many of the following as possible: Report number, date, address or location, type of incident, name(s) of persons involved (correct spellings) and, if this report concerns someone other than yourself, demonstrate the benefit to the public interest in releasing this information:

Signature: _____