

Re: Freedom of Information Act Request  
Invalid Request

On \_\_\_\_\_, the Roseville Public Library received your Freedom of Information Act request. Pursuant to the FOIA, a request from a person (other than an individual who qualifies as indigent under the FOIA), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

Your request does not contain the information required by the FOIA; therefore, the Library will not process your request.

Sincerely,

FOIA Coordinator  
586-445-5407

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