

Re: Freedom of Information Act
Deposit Required

The Roseville Public Library received your Freedom of Information Act (“FOIA”) request. The Library requires a deposit before further processing this request.

The Library has determined that the total good faith estimate of the cost of processing this request will be \$_____ (see attached Detailed Itemization Sheet). The Library will process your request after you have paid a deposit of \$_____ (which is ½ the total estimated costs), as provided in Section 4(8) of the Michigan Freedom of Information Act. MCL 15.234(8). The deposit must be received by _____ **[insert date that is 48 days after the date this notice is sent]** or the request will be considered abandoned by law.

The Library estimates that it will be able to provide the documents to you within _____ days of receiving the deposit. Please be advised that this date is a good faith estimate of the timeframe required to provide the documents as set forth more fully in Section 4(8) of the FOIA.

The Library’s FOIA Procedures and Guidelines and the written FOIA summary can be found at <http://rosevillelibrary.org/wordpress/library-info/policies/>.

Should you have any questions, please feel free to contact me.

Sincerely,

FOIA Coordinator
586-445-5407