As a governmental agency, the County of St. Clair is required to comply with Public Act 442 of 1976, the Freedom of Information Act (FOIA). If you are interested in obtaining documents that fall within the requirements of the FOIA, you may submit a FOIA request in writing to the County of St. Clair either by using this Request form or by letter to the address listed above. Pursuant to the FOIA the County of St. Clair is entitled to charge a fee for a public record search, the necessary copying of a public record for inspection or for providing a copy of a public record when the FOIA request results in a cost to the County. You will be contacted by the FOIA Coordinator with any applicable charges prior to the mailing of the FOIA documents. Board of Commissioner meeting minutes may be obtained directly from the St. Clair County website at; http://www.stclaircounty.org/Offices/BOC.

(Please Print Clearly)

Name: ___________________________ Date of Request: _________________

Address: ___________________________ Telephone No.: _________________

Date/Time of Incident: ___________________________ Case Number: _________________

Type of Incident: ___________________________

Location of Incident:

I am requesting the following record(s) for inspection/copying:

__________________________________________________________________________

Signature of requesting Person: ___________________________

Cost of request: ___________________________ Amount collected: _________________

Signature of fee collector ___________________________ Date fee collected: _________________

Section 5 (2) of the Michigan Freedom of Information Act requires a Public Body to respond to a request for a public record within 5 business days.