

**BENZIE SHORES DISTRICT LIBRARY FREEDOM OF INFORMATION ACT POLICY**

Benzie Shores District Library  
P.O. Box 631  
630 Main St.  
Frankfort, MI 49635  
www.benzieshoreslibrary.org  
bsdl@benzieshoreslibrary.org  
phone/fax 231-352-4671

While the vast majority of public information does not require a Freedom of Information Act request, under Michigan Law a person has a right to file a FOIA request for public information and to appeal a negative decision to the Library Board. In responding to a request the library may consult legal counsel. There is no charge for processing a FOIA Request. The library will respond within five (5) business days.

**FREEDOM OF INFORMATION ACT REQUEST FORM**

Please fill out the form and submit it to the Benzie Shores District library by email, fax, mail or in person. The library will respond within 5 business days. There is no charge for this service.

|                                   |        |
|-----------------------------------|--------|
| Name/Organization (Request from): | Phone: |
|                                   | Fax:   |
|                                   | Email: |
| Mailing Address:                  |        |
| City/State:                       | Zip    |

Describe the public record(s) requested as specifically as possible.

|            |       |
|------------|-------|
|            |       |
| Signature: | Date: |