



# MACOMB COUNTY DEPARTMENT OF ROADS

## INFORMATION REQUEST

Pursuant to the Freedom of Information Act, please provide me with the following information (please include exact dates, locations and details):

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Please send this information to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area Code/Phone Number \_\_\_\_\_

Email \_\_\_\_\_  
(we can waive copying fees if the information can be emailed to you)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### IMPORTANT INFORMATION:

Please complete above information fully and return to Sue VanSteeleandt, FOIA Coordinator, at the address below, by fax at 586.463.8682, or via email at [svan@rcmcweb.org](mailto:svan@rcmcweb.org).

Due to the time necessary to research and duplicate the requested information, the Macomb County Department of Roads hereby exercises its right to a 10-day extension for this FOIA request. Therefore, this request will be processed within 15 business days.

Please note our fees for copies and labor: Letter and legal size documents are \$.10 each; engineering drawing copies are \$1.00 each; labor for duplicating documents is \$27.68 per hour. Labor costs may also be charged when extensive search and review is required to fulfill your request. Labor cost includes 50% fringe benefits as outlined in the amendments to the Freedom of Information Act effective July 1, 2015.

You will be contacted when information is gathered and ready for pick up. You may then visit the Macomb County Department of Roads Administrative Offices to submit payment and pick up the requested information.

If you prefer, you can mail payment to:

**Macomb County Department of Roads, c/o Finance Department  
117 South Groesbeck Highway, Mt. Clemens, MI 48043.**

Upon receipt of your payment, we will mail the requested information to you.  
Cash (exact change only) or check payable to the Macomb County Department of Roads accepted.

Thank you.