

CITY OF GRAND RAPIDS, MICHIGAN

Grand Rapids Police Department- Records Unit

1 Monroe Center St., NW

Grand Rapids, MI 49503

Phone: (616) 456-3350 foiagrp@grcity.us

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request to: ☐ Receive copy ☐ Inspect record

Delivery Method: ☐ Pick up records in person ☐ Mail to address below ☐ Email

Name		Phone
Firm/Organization		Fax
Street	Apt/Unit Number	Email
City	State	Zip

Describe the public record(s) as specifically as possible:

Requestor's Signature	Date
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Grand Rapids FOIA Procedures and Guidelines and Written Public Summary are available at WWW.GRCITY.US/FOIA

TO BE COMPLETED BY CITY STAFF:

Date Received: Received via: ☐ Over the Counter ☐ Mail ☐ Fax ☐ Email

Junk/Spam Folder: Date Received: _____ Date Discovered: _____