



Freedom of Information Act Request

City of Roosevelt Park Police Department
Open: Mon, Wed, Fri 8:30 am – 3:30 pm
Tues, Thurs 8:30 am - 5:00 pm (Closed Holidays)
Phone: 231-755-3721 ext. 1951

Office Use Only

FOIA # _____
Due: _____
(Five business days after date received)
10-day Extension: Denied:

You may request a copy of police records under the Michigan Freedom of Information Act (FOIA). Some records may be exempt from disclosure. **You will be charged the allowable fees under FOIA** or you need to show documentation showing that you, the requester, are receiving public assistance or other facts showing inability to pay due to indigence. Requests for records or information relating to a civil action in which you and the City are parties may be denied under MCL 15.243(1)(v). You may not make a request for records if you are currently incarcerated.

Requester Information:

Name of Person Making Request Date

Business Name

Street Address, Apt., City, State, Zip Code

Phone Number (include area code)

Description of Request:

Incident Report Number(s), if known

Approximate Incident Location, if known

Approximate Date/Time of Incident

Name of Person(s) involved, if known

Your relation to person(s) involved

Please describe the information you would like to receive:

How would you like to receive the requested records?

- I will pick up or, I authorize _____ to pick up, with their photo ID
- Mail to the address above
- Email to: _____

Submit this form via one of the following methods:

Email: clerk@rooseveltpark.org
Fax: 231-755-1442
Mail or in-person: City of Roosevelt Park Police Department, 900 Oak Ridge Rd, Muskegon, MI 49441

You will receive a response within five business days after your request is received. Electronically transmitted requests are deemed received the next business day after they are sent. The City may issue a notice extending the request for up to 10 business days. If the estimated costs exceed \$50, you may be required to provide a deposit before your request will be fulfilled. For additional information about the FOIA request process, please see the City's FOIA Procedures and Guidelines.