

**Village:** Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Denial Form

Village of Bear Lake, Manistee County  
12376 Virginia St., P.O. Box 175  
Bear Lake, Michigan 49614  
Phone: (231) 970-2066

**Notice of Denial of FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via: \_\_\_ Email;  
\_\_\_ Fax; \_\_\_ Other Electronic Method

Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: \_\_\_ Copy; \_\_\_ Certified copy; \_\_\_ Record inspection; \_\_\_ Subscription to record issued on regular basis

Delivery Method: \_\_\_ Will pick up; \_\_\_ Will make own copies onsite; \_\_\_ Mail to address above; \_\_\_ Email to address above; \_\_\_ Deliver on digital media provided by the Village

Record(s) You Requested: (Listed here or see attached copy of original request)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ All OR \_\_\_ Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact \_\_\_\_\_ at \_\_\_\_\_

**Reason for Denial:**

\_\_\_ 1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_ **2. Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the Village. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_

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\_\_\_\_\_ **3. Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (*insert number*), because: \_\_\_\_\_

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A brief description of the information that had to be separated or deleted: \_\_\_\_\_

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**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Village Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Village has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (*See back of this form for additional information on your rights.*)

**Signature of FOIA Coordinator:** \_\_\_\_\_

\_\_\_\_\_ **Date:**

