

FOIA Dept.
Atten: Andrew Phelps or Current FOIA Coordinator
Grandview Plaza Bldg.
P.O. Box 30003
Lansing, MI 48909

RE: Freedom of Information Act request
Pursuant to MCL 15.231 et.seq.

DATE

Dear FOIA Coordinator:

This request is made under the Michigan Freedom of Information Act.

Under the provisions of the Freedom of Information Act I am requesting the following information:

1. All critical incidents, tickets, written notes, hearing findings and all attachments including all hand written notes and still photos of _____ **NAME of PRISONER**, # _____. I am requesting these records from **FULL DATE through FULL DATE**

As to the claims of exemption from disclosure under FOIA: The burden of proof is on the party claiming the exemption; the exemption must be narrowly interpreted; exempt material must be separated from non-exempt material; describing the materials withheld; and justification must be more than conclusory i.e., the agency must give factually based reasons for not releasing particular kinds of documents.

If the documents I have requested are not disclosable in their entirety, I request that you release all non-exempt portions of the documents that may be segregated and all parts of the document that can be rendered disclosable by redaction.

As to any portion of the documents that you withhold, please state with specificity the legal and factual basis for withholding such portion.

If you determine that any of the requested documents fall within statutory exemption, I request that you exercise your discretion to disclose these materials because of the overriding public concern relative to the safety and protection of prisoners within the MDOC and the taxpayers of Michigan.

If this request is denied or incompletely answered and a court subsequently orders disclosure of all or a portion of the requested records you may be assessed attorney fees and damages ordered to be paid to the requester.

I appreciate your cooperation and will expect your response within five (5) business days as required by the act. If you need further explanation of the nature or scope of this request please call me or email me at **YOUR PHONE NUMBER, and EMAIL**

Sincerely,

Your Name
Address