



**East Lansing Info**

We bring East Lansing the news.

## **ASSIGNMENT ONE**

*This assignment should be completed after watching/reviewing the third module of the ELi Reporter Training, FOIA and you.*

Using the following template, please complete a theoretical FOIA request that you could submit to the City Clerk for information from one of East Lansing's governmental agencies.

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DATE

Dear Public Official or Agency:

Pursuant to the Michigan Freedom of Information Act (FOIA), I would like to [inspect or obtain a copy of] the following public records:

[Describe the records sought with enough detail for the public agency to be able to respond]

I understand that if I seek a copy of this record, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at [phone number]. According to the statute, this request should be acted upon as soon as possible, but in no event later than the fifth business day following receipt of this letter.

Thank you for your assistance on this matter.

Respectfully,  
(Your name) (City, State) (Telephone)