Notice to Extend Response Time for FOIA Request

Request No.: __________ Date Received: __________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date discovered in junk/spam folder: __________ Date delivered to junk/spam folder: __________
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 College: ________________________________

Note: The College is not required to provide records in a digital format or on digital media if the College does not already have the technological capability to do so.

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We are extending the date to respond to your FOIA request for no more than 10 business days, until ____________ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact ________________________________.

Estimated Time Frame to Provide Records: _________________ (days or date)
The time frame estimate is nonbinding upon the College, but the College is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:
☐ 1. The College needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the College must:
________________________________________________________________________
________________________________________________________________________

☐ 2. The College needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the College’s office. Specifically, the College must coordinate documents from the following locations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ 3. Other (describe): __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of FOIA Coordinator: ___________________________ Date: ________________