

Benzonia Public Library Policy Manual

REQUEST FOR PUBLIC RECORDS under FOIA

The Benzonia Public Library (BPL) provides public services to its patrons. For citizens wishing to make a Freedom of Information Act request to BPL, the following provides information and online forms regarding how to do this.

Please fill out the form below, make a paper copy of it, and mail or present it in person to:

Benzonia Public Library
ATTN: LIBRARY DIRECTOR
PO Box 445
891 Michigan Ave
Benzonia, MI 49617-0445

Please Type or Print

Name/Organization	Phone:
	FAX:
	Email:
Mailing Address:	
City, State:	Zip:

Describe the public record(s) requested as specifically as possible.

Signature:	Date:

Adopted: July 12, 2017