

## CERTIFICATE OF NON-EXISTENCE OF PUBLIC RECORD

\_\_\_\_\_, 20\_\_

[Requestor's Name]

[Requestor's Address]

***Re: Freedom of Information Act Request Dated \_\_\_\_\_, 20\_\_***

Dear Mr./Ms. \_\_\_\_\_:

[Name of School District] is in receipt of your letter dated \_\_\_\_\_, 20\_\_, regarding a request under the Michigan Freedom of Information Act ("FOIA"). Your letter was received on [Receipt Date]. You requested [Insert Description of Records Sought].

I hereby certify, pursuant to Section 5(4)(b) of the FOIA, that your FOIA request is denied because, to the best of my knowledge, information and belief, no public records exist as of [receipt date], under the name(s) set forth in your request as detailed below, nor under another name reasonably known to the District. MCL 15.235(4)(b).

The FOIA provides you the right to appeal my decision. You may make an appeal in writing to the [District Name and Address]. The term "FOIA APPEAL" should be placed in capital letters on the front of the envelope and the written appeal should identify the reason(s) for reversal of the disclosure denial. You may also seek judicial review of my decision by commencing an action in circuit court within 180 days from the date of this letter. If, after judicial review, a circuit court determines that the school district has not complied with the FOIA and orders disclosure of the requested records, you will be rewarded reasonable attorneys fees and actual or compensatory damages.

As required by MCL 15.234(4), the school district's FOIA Procedures and Guidelines and its written public summary can be found on the district's website at \_\_\_\_\_.

If you have any additional questions, please don't hesitate to contact me at \_\_\_\_\_ or \_\_\_\_\_.

Sincerely,