

Our reply of October 6, 2026, 9:31 am, on the thread of request SHP-2026-10-04-B (system exports), to the Records Clerk, answering her message of 8:11 am the same day. The same text went on the other request's thread. The quoted message below it is published separately; the Records Clerk's first name is replaced by her role.

Good morning [the Records Clerk],

Thank you for the quick reply. Each of my two requests of October 4 (one for documents, one for system exports) ends with my complete name, my mailing address, and both an email address and a telephone number. MCL 15.233(1) requires a request to "include the requesting person's complete name, address, and contact information", adds that "An address must be written in compliance with United States Postal Service addressing standards", and that "Contact information must include a valid telephone number or electronic mail address." Each request meets those requirements. For convenience, the address as it appears on both requests is:

[The requester's name, mailing address, email address and telephone number, as in both requests. Left out of this published copy.]

The Act does not ask a requester for identification, and the Department's own online request form asks only for a name, address, phone and email, so I won't be sending a copy of an ID. If the Township believes something in the address as written does not meet USPS standards, please tell me what it is and I will correct it right away.

Otherwise, please process both requests as received on October 5, 2026. Under MCL 15.235(2), a response or a written notice of extension is due within five business days after that date.

For completeness, I'll send a copy of this email on the other request thread as well.

Thank you,
Chance Ackley-Smith