

## Denial of Request for Information

Adopted: Last Revised: 7/20/2023

Reference: Confidentiality of Library Patron Records Policy

To: \_\_\_\_\_

You are hereby notified that your request of \_\_\_\_\_ (date) has been denied because the information requested is exempt for disclosure pursuant to MCL 15.243 *et seq.*

The Orion Township Public Library maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers or other registration information without the written permission of the library patron.

Under Michigan law, you may commence an action in the Circuit Court to compel disclosure of public records (Freedom of Information Act, Section 10, MCL 15.240). We have attached a copy of the Freedom of Information Act for a full explanation of your right to seek judicial review under Section 10.

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Name and Title of Person Denying the Request

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Date