

## Freedom of Information Act (FOIA) – Public Summary

*Introduction.* Michigan’s Freedom of Information Act (FOIA) requires the District to produce certain public records upon request. FOIA also permits the District to exempt certain records from disclosure and, in some cases, to charge fees for responding to public records requests. This document is a brief summary of the manner in which the public may access the District’s public records. Please refer to the District’s Freedom of Information Act (FOIA) – Guidelines (the FOIA Guidelines) for more detail.

*Requesting Public Records.* Public records may be requested by a written document addressed to the District’s FOIA Coordinator, the District’s Superintendent (who may or may not delegate certain duties). The District’s FOIA Coordinator will respond to a written request for public records within five business days; although, in some cases, the FOIA Coordinator may extend the response time for 10 additional business days. The District’s response will grant, deny or grant, in part, and deny, in part, the request.

*Allowable Fees and Deposits.* FOIA permits the District to collect fees for responding to certain FOIA requests. In cases where fees are allowable, the District’s response to a FOIA request will include a Detailed Itemization of Allowable Fees. In cases where allowable fees exceed \$50.00, the District may request a good-faith deposit of up to 50% of allowable fees from the requestor of up to 50% of allowable fees before fulfilling the request. The District may waive, reduce, increase or discount otherwise allowable fees and deposits according to FOIA and the District’s FOIA Guidelines.

*Appeals.* A requestor may appeal the FOIA Coordinator’s decision to deny all or part of a FOIA request. The requestor may also appeal the FOIA Coordinator’s estimate or decision about allowable fees. There are two ways an appeal may be taken. The requestor may (1) file a written appeal with the District’s Superintendent or, (2) file a civil action in the circuit court in which the District is located. The District’s FOIA Guidelines include detailed information about the two methods of appeal.

*Questions.* Questions concerning FOIA, in general, or a specific FOIA request may be directed to the District’s FOIA Coordinator.