

Summary: Michigan Freedom of Information Act

This administrative regulation explains how the School District complies with Michigan's Freedom of Information Act (FOIA), including procedures for requesting records, response timelines, allowable fees, deposits, and appeals. [\[7001-AR -...ation Act | PDF\]](#)

Key Points

Requesting Records

- Requests must be submitted in writing to the District's FOIA Coordinator.
- The request must identify the records being sought with sufficient specificity.
- Verbal requests are not accepted.
- Electronic requests are permitted.
- Individuals may subscribe to regularly issued public records for up to six months.

Response Timeline

- The District must respond within **5 business days**.
- The response period may be extended by **10 additional business days** with written notice.
- Electronic requests are considered received on the first business day after transmission.

Possible Responses

The District may:

- Grant the request.
- Deny the request.
- Grant part and deny part.
- Redact exempt information and release the remainder.

Fee Schedule Summary

Labor Charges

The District may charge for:

1. Searching, locating, and examining records

- Actual labor costs are associated with locating and reviewing records.
- Generally not charged when records are already available on the District website.

2. Separating/redacting exempt information

- Labor costs to remove exempt information from records.
- No charge if previously redacted versions are already available.

3. Reproducing records

- Labor costs are associated with copying, scanning, producing digital copies, or transmitting records.

Labor Rate Limits

- Charges may not exceed the hourly wage plus actual fringe benefits of the **lowest-paid employee capable of performing the task**.
- Fringe benefits may not exceed **50% of the employee's hourly wage**.
- Overtime cannot be charged unless requested by the requester.
- Labor is calculated in **15-minute increments**, rounded down.

Copying and Reproduction Costs

Paper Copies

- Maximum charge: **\$0.10 per sheet**.
- Must use the most economical reproduction method available.

Non-Paper Media

- Actual and most economical cost of media such as discs or other digital storage devices.

Mailing

- Actual mailing costs and least expensive delivery confirmation method.
- Expedited shipping or insurance only if specifically requested.

Good-Faith Deposits

- Required when estimated fees exceed **\$50**.
- Deposit may not exceed **50%** of estimated allowable fees.
- Certain requesters with prior unpaid FOIA balances may be required to pay up to **100%** of estimated fees before processing begins.

Appeals

A requester may:

1. Appeal to the Superintendent.
2. File a civil action in circuit court.

Appeals to the Superintendent must be responded to within **10 business days**, with a possible **10-day extension** in unusual circumstances.