FOIA Policy

Background - **Excerpted from MSU Extension web site**

"Significant changes were made to Michigan's Freedom of information Act (FOIA) at the end of 2014. These changes, which take effect July 1, 2015, will require all public bodies to take action prior to July 1.

'Public body' is defined in FOIA (MCL 15.232(2)(d)) and generally means any unit of state government…any unit of county, city, township, village, inter-county, intercity or regional governing body, council, school district, special district or municipal corporation; any body which is created by state or local authority or which is primarily funded by or through state or local authority (except the judiciary).

Section 4 of the FOIA requires a public body to adopt procedures and guidelines for how FOIA requests are to be handled. Starting July 1, 2015, if procedures and guidelines are not adopted, then that public body cannot charge anything for FOIA requests, but will still have to respond to and fulfill any requests.

The procedures and guidelines need to be in writing, easily understood by the public. At a minimum they should include the following content:

- *How to make a FOIA request*
- *How to understand the public body's response(s)*
- *What fees are, and how they are calculated*
- *When deposits are required*
- *Fee appeals process*
- *Standard form to itemize FOIA charges.*

In addition, the procedures and guidelines might also want to include the following information:

- *Handling fee waivers*
- *Fee reduction for late responses*
- *What public records are posted on line and where to find them*
- *Local rules for how to determine a FOIA request is received*
- *How oral requests are handled.*

Once adopted, a copy or summary of the procedures and guidelines must be made available as a handout at the public body's office. These copies must be available without charge. Also, the procedures and guidelines shall be posted on the public body's website. It needs to be available to anyone as a free download, or directly published on the web page. Finally, a copy must be included with the delivery of any requested records."

Networks Northwest Board
Freedom of Information Act Procedures and Guidelines

Networks Northwest, including Northwest Michigan Works!, Inc., is committed to the purpose of, and to following, the Freedom of Information Act (FOIA) – MCL 15.232(2)(d).

Section 1: Definitions
For the purposes of this policy, the following words have the following meanings:

1.1 Advanced Records: Records that cannot be processed unless personnel have specific access or training to prepare or copy the record, separate exempt from non-exempt information, or approve a denial. Any record not in the list of basic records in this policy is considered an advanced record.

1.2 Advanced Request: A request for "advanced" records as defined by this policy. Any request that includes records not on the list of "basic" records is considered an advanced request. An advanced request will typically require access to records with limited access, training to prepare the record or to make a copy, training to separate exempt from non-exempt information, or authority to approve a denial. A FOIA Coordinator or Assistant FOIA Coordinator is authorized to process an advanced request or to approve a denial of an advanced request. A FOIA Contact or other person is not authorized to process an advanced request or to approve a denial of an advanced request. See Section 2: Personnel Authorized to Process FOIA Requirements.

1.3 Basic Records: Records that are easily identified and accessed, are generally required by law to be prepared and available, and do not involve exempt information. A FOIA Coordinator, Assistant FOIA Coordinator, or FOIA Contact is authorized to process a request for basic records.

"Basic" records include, but are not limited to, the following:
- Minutes (draft and approved for all public bodies, except for closed session minutes)
- Meeting notices
- Agendas (if prepared in advance)
- Meeting packets (if prepared)
- Budget documents (proposed, adopted, as amended)
- Audit reports
- Performance reports

1.4 Basic Request: A request for "basic" records as defined by this policy. A basic request does not require access to records with limited access, does not require additional training to prepare the record or make the copy, and does not involve separating exempt from non-exempt information or a denial. A FOIA Coordinator, Assistant FOIA Coordinator, or FOIA Contact is authorized to process a basic request. See Section 2: Personnel Authorized to Process FOIA Requirements.

1.5 Business Day: Any weekday (between 8:00 a.m. and 5:00 p.m.) that is not a Saturday, Sunday, or legal holiday.

1.6 FOIA Coordinator: The person designated by the board who is responsible for accepting and processing FOIA requests for the agency's public records, and who is responsible for approving a denial of a FOIA request under MCL 15.235. The Chief Executive Officer is hereby appointed as the agency's FOIA Coordinator. The Director of Strategic Initiatives is hereby appointed as the Assistant FOIA Coordinator. See Section 2: Personnel Authorized to Process FOIA Requests.

1.7 FOIA Request Form: The form used to receive and track FOIA requests as periodically adopted and updated by the FOIA Coordinator.

1.8 Original Request: The printed ("hard copy") version of any FOIA request that is not received on paper (email, digital file, electronic file, fax received as a digital file, or other non-paper format).

1.9 Request: A writing that asks:
a.) To inspect, copy, or receive a copy of a public record that is described sufficiently in the request to enable the agency to find the public record; or
b.) For a renewable, six-month subscription to future issuances of a public record that is created, issued, or disseminated on a regular basis.

1.10 Writing: Includes handwriting, typewriting, printing, digital or electronic writing, photostatting, photographing, photocopying, and every other means of recording (including letters, words, pictures, sounds, or symbols, or combinations of), and papers, maps, email, faxes, digital or electronic files, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, or other means of recording or retaining meaningful content.

Section 2: Personnel Authorized to Process FOIA Requests

2.1 FOIA Coordinator
a.) Accepts and processes basic and advanced FOIA requests;
b.) Approves denial of FOIA requests;
c.) Directs and coordinates the agency's FOIA policies and procedures subject to this policy;
d.) Trains agency personnel for FOIA compliance;
e.) Provides the board with information and assistance when a FOIA denial is appealed.

2.2 Assistant FOIA Coordinator
a.) Accepts and processes basic and advanced FOIA requests;
b.) Approves denial of FOIA requests;
c.) Directs and coordinates the agency's FOIA policies and procedures subject to this policy, in the absence of the FOIA Coordinator.

Section 3: Receiving FOIA Requests

3.1 All FOIA Requests Must Be in Writing
Any person may make a FOIA request by submitting:
a.) A Networks Northwest FOIA Request Form; or
b.) A letter, fax, email, or any other "writing."

3.2 All Digital or Electronic FOIA Requests Are Retained on Paper
Any FOIA request that is not originally on paper (email, digital file, electronic file, fax received as a digital file, or other non-paper format) will be printed and retained on paper. The printed version is the "original" request and will be attached to a FOIA Request Form and retained for at least one year from the date the request was "received.

3.3 Prepare a FOIA Request Form for All Requests for Records
Agency personnel will prepare a FOIA Request Form for all requests. If an original request is submitted by any writing other than the FOIA Request Form, the original request will be attached to the FOIA Request Form.

3.4 Verbal Requests for Records
Agency personnel may comply with verbal requests for a limited number of routine public records if it is evident that the request is not being made under FOIA. When (i) a verbal request is made specifically under FOIA for a copy of public records, (ii) the verbal request is made for other than a limited number of routine public records or (iii) the agency's FOIA Coordinator, subject to Section 9.1, deems it appropriate to treat the request as a FOIA request**,** agency personnel will not respond to a verbal request unless the request is transferred to a written request or the FOIA Request Form**.** In such case, the agency personnel will provide a FOIA request form to a person making a verbal request for a public record.

3.5 Encourage FOIA Requests to Be Submitted to FOIA Coordinator Address
The physical address of the FOIA Coordinator is 600 E. Front St., Suite 104, Traverse City, Michigan 49686. The mailing address of the FOIA Coordinator is P.O. Box 506, Traverse City, Michigan 49685-0506.

3.6 Unauthorized Personnel Forward FOIA Requests to the FOIA Coordinator
All agency personnel will direct any FOIA requests to the FOIA Coordinator, or if not available, then to the Assistant FOIA Coordinator.

Section 4: Determining When a Non-Electronic FOIA Request is "Received"

4.1 Non-Electronic FOIA Requests Defined
A non-electronic FOIA request is a letter or other paper request delivered by mail, in person, or by hand.

4.2 Non-Electronic FOIA Requests
A non-electronic request is "received" for the purpose of determining FOIA compliance on the day it is delivered to the FOIA Coordinator or the Assistant FOIA Coordinator.
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If a non-electronic request is delivered to any agency employee, he or she will deliver it to the FOIA Coordinator or the Assistant FOIA Coordinator:

a.) On the same day if he or she receives it at the office responsible for the record(s) or if it is possible to deliver it to another office responsible for the record(s) on that same day; or
b.) If the person who receives the request is not located at the office responsible for the record(s), he or she will deliver it to that office no later than the next business day.

4.3 Date-Stamping Non-Electronic FOIA Requests
The month, day, and year will be stamped or written in indelible ink on every non-electronic FOIA request when it is "received" as defined in Section 3 and Section 4.

4.4 Mail Pick-Up and Delivery Will Be Arranged to Comply With This Policy
Agency practices regarding mail delivery will be coordinated with this policy to accommodate FOIA compliance. Mail delivered directly by the postal or other service to an agency facility will be distributed and opened on the same business day that it is delivered. A request delivered directly by the postal or other service to an agency facility will be date-stamped and considered "received" the same day it is delivered.

Section 5: Determining When an Electronic FOIA Request is "Received"

5.1 Electronic FOIA Requests Defined
An electronic FOIA request is a fax, email, or other form of electronic or digital transmission.

5.2 Electronic FOIA Requests
An electronic request is "received" the business day following the day the transmission is received on any device maintained to receive that form of transmission by the FOIA Coordinator or the Assistant FOIA Coordinator.

If an electronic request is delivered to any agency employee, he or she will email or forward it on the same day he or she receives it in the original form, if that form can be emailed or forwarded electronically, to the FOIA Coordinator, or the Assistant FOIA Coordinator. If the electronic request is not in a form that can be emailed or forwarded electronically, he or she will deliver the request in electronic or digital form on an appropriate portable disk, drive, card or other device or on paper to the office responsible for the record(s) no later than the next business day.

5.3 Date-Stamping Electronic FOIA Requests
Any electronic FOIA request that is not originally on paper (email, digital file, electronic file, fax received as a digital file, or other non-paper format) will be printed on paper, and the paper will be maintained as the "original" request.

The month, day, and year will be stamped or written in indelible ink on the paper "original" of every electronic FOIA request after it is "received" and printed on paper.

Section 6: Responses to FOIA Requests

6.1 FOIA Requests Are Responded to Within Five Business Days
Unless otherwise agreed to in writing by the person making the FOIA request, the agency will respond to a request for a public record within five business days after the request is "received" by doing one of the following:
a.) Granting the request;
b.) Issuing a written notice to the requesting person denying the request;

c.) Granting the request in part and issuing a written notice to the requesting person denying the request in part; or

c.) Issuing a notice extending for not more than 10 business days the period during which the agency will respond to the request. Only one extension will be issued for a particular request. The 10-business day extension will begin on the first business day after the fifth business day of the initial response period.

A person making a FOIA request may agree in writing to a deadline other than those required by the FOIA. The FOIA Request Form includes a section for the person making the request to agree to a deadline other than those required by the FOIA. If there is any reason to believe that the request may take more than the original five-business-day period, agency personnel may ask the person making the request if he or she would like to agree to waive the FOIA deadlines and state a later delivery date on the FOIA Request Form. This is completely optional, and no person can be required to agree to a delivery date later than 15 business days after the request is "received" as a condition of receiving the request.

6.2 Failure to Respond Timely Has Serious Legal Consequences

Failure to respond to a FOIA request within five business days constitutes final determination to deny the request and may subject the agency to legal action. Agency personnel will make every attempt to respond to the FOIA request within 5 business days.

6.3 Steps to Properly Deny All or Part of a FOIA Request

A written notice denying a public record in whole or in part is the agency's final determination to deny the request or portion of that request. If the FOIA Coordinator or Assistant FOIA Coordinator denies or approves a denial of a FOIA request for a public record in whole or in part, he or she will issue a written notice to the requesting person. The written notice will contain:

a.) An explanation of the basis under the FOIA or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request;

b.) A certificate that the public record does not exist under the name given by the requester or by another name reasonably known to the agency, if that is the reason for denying the request or a portion of the request;

c.) A description of a public record or information on a public record that is separated or deleted pursuant to FOIA law, if a separation or deletion is made; and

d.) A full explanation of the requesting person's right to submit to the board a written appeal that specifically states the word "appeal" and identifies the believed reason or reasons for reversal of the disclosure denial.

The agency's FOIA Coordinator or Assistant FOIA Coordinator who is responsible for the denial of the request will sign the written notice of denial. When a FOIA request is either denied in full or in part on the basis that some or all of the requested information is exempt, the FOIA Coordinator or the Assistant FOIA Coordinator who is responsible for the denial of the request shall provide a copy of the written notice of denial to the agency's board. For purposes of this notice requirement, minor redactions such as the redaction of social security numbers shall not constitute a partial denial that requires notice to the agency Board.

6.4 Steps to Properly Issue a Notice Extending a FOIA Response Period
If the FOIA Coordinator or Assistant FOIA Coordinator issues a notice extending the period for a response to the request, the notice will specify the reasons for the extension and the date by which the agency will do one of the following:
a.) Grant the request;
b.) Issue a written notice to the requesting person denying the request; or
c.) Grant the request in part and issue a written notice to the requesting person denying the request in part.

Section 7: FOIA Request Billing Procedures

7.1 Billable FOIA Request Costs
Costs will be charged for responses to all FOIA requests according to the FOIA Cost Schedule that will be provided to the requester. Costs will be updated by the FOIA Coordinator on an annual basis to reflect the agency's cost of doing business. In all cases, agency personnel will use the most economical means available to make copies of public records.

"Actual, incremental cost" means the cost to the agency over and above the cost to the agency if the request had not been made. Overhead costs are not included in an "actual, incremental cost."

Copying: *(includes copies requested or made to accommodate a request to inspect)*
a.) The actual, incremental copying cost to make the copies, whether hard copies or electronic copies.
b.) The labor cost to make the copies, which is the hourly wage of the lowest paid agency employee capable of making the copy, as determined for each request. Labor costs are charged in 15-minute increments. The hourly wage used to calculate labor costs includes total compensation and benefits.

Mailing:
a.) The actual postage/shipping costs will be charged.
b.) The actual cost of the envelope or mailer will be charged.
c.) The actual cost of overnight delivery will be charged.

Separating Exempt From Non-Exempt Information: *(requires FOIA Coordinator approval)***:**
A fee will not be charged for the cost to search, examine, review, and delete, separate, or redact exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the agency because of the nature of the specific request.

The FOIA Coordinator or Assistant FOIA Coordinator is authorized to determine if a fee will be charged under this section. When the FOIA Coordinator or Assistant FOIA Coordinator determines that a fee will be charged under this section, the FOIA Coordinator or Assistant FOIA Coordinator will specifically identify the nature of the unreasonably high costs of the specific request on the FOIA Cost Worksheet.
a.) Labor cost to separate exempt from non-exempt information, which is the hourly wage of the lowest paid agency employee capable of separating the exempt information from non-exempt information, as determined for each request.
b.) Labor costs are charged in 15-minute increments. The hourly wage used to calculate labor costs includes total compensation and benefits.

7.2 Costs Waived Due to Indigence of Person Making FOIA Request
A public record search will be made and a copy of a public record will be furnished without charge for the first $20 of the fee for each request to a person who is entitled to information under the FOIA and who submits an affidavit stating either that, at the time the request is submitted, the person is receiving public assistance or is unable to pay the cost because of indigence. "Indigence" is determined by the agency's poverty guidelines adopted for program applications.

7.3 Fifty-Percent Good Faith Deposit for Costs Over $50
Subject to Section 7.1, if the costs estimated for a specific FOIA request exceed $50, the person requesting the record(s) must make a good faith deposit before the agency will process the request. The deposit will not exceed one-half (50%) of the total projected fee.

7.4 Unpaid FOIA Requests Are Not Considered When Responding to a Subsequent FOIA Request for Different Records
The unpaid balance of a previous FOIA request cannot be deducted from separate or later FOIA request(s) for different records submitted by the same person.

Section 8: Completing A FOIA Request

8.1 Initial Intake
When a FOIA request is "received," the "original" request is date-stamped according to Section 4 and Section 5. If the "original" request is a FOIA Request Form, the date is recorded in the applicable section on the form. A FOIA Cost Worksheet is prepared and serves as the invoice for billing FOIA costs.

8.2 Basic Requests and Advanced Requests with No Exempt Information, Denial, or Extension
The following steps will be completed no later than five business days from the time the request is received**:**

a.) A copy of the FOIA Cost Worksheet is either given directly to the person making the request or sent to the person making the request by the same method used to submit the request or the most rapid method of communication available.
b.) The person making the request may choose to amend his or her request based on the cost. The initial five-business day response period is recalculated from when the amended request is considered "received" according to Section 4 and Section 5.
c.) A 50% good faith deposit required for a specific FOIA request under Section 7.3, as invoiced on the FOIA Cost Worksheet, must be paid before the agency will prepare that specific request.
d.) If no 50% good faith deposit is required for a specific FOIA request, the request will be processed and prepared for pick-up or mailing within the initial five-business day response period. The person making the request will be notified within the initial five-business day response period that the request is available for pick-up or mailing. Notice will also be given of the final balance due on the cost if any estimates have been revised.
e.) The specific FOIA request will be provided or mailed to the person making the request after the balance due as invoiced on the FOIA Cost Worksheet is paid in full.
f.) A receipt will be given for all paid-in-full FOIA requests.

8.3 Advanced Requests with Exempt Information, Denial, or Extension

a.) A copy of the FOIA Cost Worksheet is either given directly to the person making the request or sent to the person making the request by the same method used to submit the request or the most rapid method of communication available.

c.) The person making the request may choose to amend his or her request based on the cost. The initial five-business day response period is recalculated from when the amended request is considered "received" according to Section 4 and Section 5.

d.) A 50% good faith deposit required for a specific FOIA request under Section 7.3, as invoiced on the FOIA Cost Worksheet, must be paid before the agency will prepare that specific request.

e.) If no 50% good faith deposit is required for a specific FOIA request, the appropriate written response for an extension, denial, or separation of exempt from non-exempt information is either given directly to the person making the request or sent to the person making the request by the same method used to submit the request, or the most rapid method of communication available within the initial five business day response period. The person making the request will be notified within the initial five-business day response period or 10-business day extension that the request is available for pick-up or mailing. Notice will also be given of the final balance due on the cost if any estimates have been revised.

f.) The specific FOIA request will be provided or mailed to the person making the request after the balance due as invoiced on the FOIA Cost Worksheet is paid in full.

g.) A receipt will be given for all paid-in-full FOIA requests.

8.4 FOIA Request Forms Filed With FOIA Coordinator

When a FOIA request has been completed, the FOIA Request Form is filed with the FOIA Coordinator and retained for at least one year after the date of the request. If the agency has completed its requirements for the request, including copying all requested records and giving notice of any denial, and the person making the request has not paid the balance in full, the agency will retain the request, including all copies made for the request, until the earliest of either the date the person pays the balance or one year after the date of the request.

Section 9: Procedures for Public Inspection and Copying of Records

9.1 Verbal Requests to Inspect Public Records Are Accepted

Although a verbal request to inspect records does not initiate FOIA requirements, other statutes, such as MCL 750.492, which covers all public records, and specific laws such as the General Property Act or the Michigan Election Law, require a response to a verbal request. Agency personnel may ask a person to put a request to inspect in writing, but it cannot be required as a condition to inspect. For recordkeeping purposes only, agency personnel will transfer all verbal requests to inspect a public record to the FOIA Request Form.

9.2 Only Pencils Used to Take Notes When Inspecting Public Records

Michigan law specifically prohibits the use of pen and ink for taking notes. Agency personnel assisting with inspection of public records must inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes. A person may be required to inspect records at a specified counter or table, and in view of agency personnel.

9.3 Copies May Be Required to Enable Public Inspection of Records
In coordination with the official responsible for the records, the FOIA Coordinator or Assistant FOIA Coordinator will determine on a case-by-case basis when the agency will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. A fee is charged for copies made to enable public inspection of records, based on Section 7 of this policy and the FOIA fees as set forth in the Schedule of Rates and Charges as amended by the agency board from time to time.

9.4 Records Cannot Be Removed For Inspection
A person cannot remove books, records, or files from the place the agency has provided for the inspection.

Section 10: Records Maintenance for FOIA Compliance

10.1 Records Are Maintained to Support FOIA Compliance
Agency personnel will create, develop, organize, maintain, retain and store all agency records for easy access and copying.

a.) *Records with Limited Access*
If specific records are required by law or agency policy/practice to have limited access, procedures will be developed in coordination with this policy to accommodate access by the appropriate authorized FOIA Coordinator or Assistant FOIA Coordinator.

b.) *Records Containing Exempt Information*
If specific records contain information exempt from disclosure, procedures will be developed in coordination with this policy to create, develop, organize, maintain, retain and store those records so that exempt information may be omitted, removed, or blacked out (redacted) by the appropriate agency personnel or authorized FOIA Coordinator or Assistant FOIA Coordinator.

c.) *Trade Secrets or Commercial or Financial Information Voluntarily Provided.*
The FOIA Coordinator shall establish a central place within the agency for the storing of a description of the information that is exempt under FOIA as a trade secret or commercial or financial information that was voluntarily provided upon a promise of confidentiality by the agency.

10. 2 Records Are Retained and Destroyed According to the Record Retention Requirements
Agency personnel will retain records according to the applicable regulations of each of its funding sources for each program area. A record cannot be destroyed except according to the regulations of such funding sources. These requirements vary depending upon the federal, state, local or private funding sources.

10.3 Records Subject to a FOIA Request Cannot Be Destroyed Until Completed
A public record subject to a current FOIA request, will not be destroyed until the FOIA request has been completed or, if any part or all of the FOIA request has been denied, until the time allowed for an appeal of the request has passed without an appeal.

Appendices: Sample FOIA Forms
1) FOIA Request for Public Records with Cost Worksheet
2) Notice to Extend Response Time for FOIA Request with Cost Worksheet
3) Notice of Denial of FOIA Request with Appeal Information

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

Request to: ☐ **Receive copy** ☐ **Inspect record** ☐ **Subscribe to record issued on regular basis**

Delivery Method (*upon payment of balance due*)**:**
☐ **Pick up records in person** ☐ **Mail to address below**

Describe the public record(s) as specifically as possible: *(Please Print or Type)*

I understand that the agency may charge me for responding to my FOIA request and that I will receive an estimate of that cost on the Cost Worksheet.

Requestor's Signature & Date

Print name	**Signature**	**Date signed**

Consent to Non-Statutory Extension of Agency's Response Time
I have requested a copy of records, or a subscription to records, or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act. I understand that the agency must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension.

I hereby agree to extend the agency's response time for this request until _____.

Requestor's Signature	**Date signed**

Print name	**Print Firm/Organization**

Print full address: PO Box or number & street; city; state; zip code

Print e-mail address	**Area code & telephone number**

Freedom of Information Act Request Cost Worksheet

The following costs will be charged for the response to your FOIA request.

a.) Copying (per copy cost):

		Number of pages		**Cost**
Letter (single-sided):	__ cents per page	x _____	=	_____
Letter (double-sided):	__ cents per page	x _____	=	_____
Legal (single-sided):	__ cents per page	x _____	=	_____
Legal (double-sided):	__ cents per page	x _____	=	_____
Other _____:	__ cents per page	x _____	=	_____
Total copying cost:				_____

b.) Labor cost for copying:

Hourly wage charged: _____ x number of minutes: _____ = _____

c.) Labor cost for pulling together information that is not already available for copying:

Hourly wage charged: _____ x number of minutes: _____ = _____

d.) Labor cost for separating exempt from non-exempt information:

Hourly wage charged: _____ x number of minutes: _____ = _____

e.) Mailing:		**Number of envelopes**		**Cost**
No. 10 Business Envelope:	____ each	x _____	=	_____
9 x 12 Envelope:	____ each	x _____	=	_____
10 x 13 Envelope:	____ each	x _____	=	_____
Other: _____:	____ each	x _____	=	_____

f.) Postage (select method):	**Actual Postage**		**Cost**
$_____ per stamp	x _____	=	_____
$_____ per pound	x _____	=	_____
$_____ per package	x _____	=	_____
$_____ over-night			
Total postage cost:			**_____**

g.) Proof or Affidavit of Indigence Submitted **Subtract $20.00**
$_____

Total Estimated Cost (combination of a-g. above): **$_____**

Estimated Cost Exceeds $50.00? ☐ **YES** ☐ **NO**

If yes, a good faith deposit of 50% required before request will be processed.

50% Deposit Amount: $_____ Date Paid: _____ Received by:_____

Note: Request will be processed, but balance must be paid before copies may be picked up, delivered, or mailed.

Balance Due: $_____ Date Paid: _____ Received by:_____

Notice to Extend Response Time for FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

We are extending the date to respond until _____.
(This date can be no more than 15 business days from the date the original request was received by the agency.)

If you have any questions regarding this extension, contact _____ at _____.

Reason(s) for Extension (check all that apply):

☐ **The agency needs to search for, collect, or appropriately examine or review a large amount of separate and distinct public records pursuant to your request.**

☐ **The agency needs to collect the requested public records from numerous field offices or other facilities that are located apart from the agency's main office.**

☐ **Other (describe):**

_____

_____

FOIA Coordinator's or Assistant's Coordinator's Name & Phone Number:

_____

Signature_____ **Date signed**_____

Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

RE: Request to: ☐ Receive copy ☐ Inspect record ☐ Subscribe to record issued on regular basis

Date Request Received: _____ Date of This Response:_____

Record(s) Requested:_____
_____

☐ **All** or ☐ **part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact**
_____ at _____
_____

Reason for Denial:
☐ **1. This item is exempt from disclosure under FOIA Section 13, Subsection** (*insert number*)**, because:**
_____
_____

☐ **2. This item does not exist under the name provided in your request or by another name reasonably known to the agency. A certificate that the public record does not exist under the name given is enclosed. If you believe this record does exist, provide a description that will enable us to locate the record:**
_____
_____

☐ **3. A portion of the requested record had to be separated or deleted as it is exempt under FOIA Section ___, Subsection _____, because: _____**
_____

A brief description of the information that had to be separated or deleted:
_____
_____

FOIA Coordinator's or Assistant's Coordinator's Name & Phone Number:

_____

Signature_____ Date signed_____