



ALLEN PARK PUBLIC SCHOOLS

Riley Education Center ▪ 9601 Vine, Allen Park, MI 48101 ▪ (313) 827-2150

...an uncompromising commitment to excellence

Freedom of Information Act (FOIA) Guidelines

Effective: July 1, 2015

Introduction

As a public body under the Freedom of Information Act, the District has developed procedures and guidelines to implement and assure compliance with FOIA. The following is a written public summary of the specific procedures and guidelines explaining how to submit written requests to the District and how to understand the District's written responses, deposit requirements, fee calculations and avenues for challenge and appeal.

Submission of FOIA Requests

Requests in person or writing can be submitted to:

Allen Park Public Schools
Office of the Superintendent
Attention: FOIA Coordinator
9601 Vine Street
Allen Park, MI 48101

Requests by fax can be sent to: 313.827.2151

Requests by e-mail can be sent to darga@appublicschools.com

Requests must sufficiently describe a public record so as to enable the District to find it. Requests should also include a contact telephone number to allow a District employee to make contact to resolve issues, clarify the scope of a request or help identify a specific document containing the information sought. For more information, please contact the FOIA Coordinator at 313.827.2150

FOIA Coordinator Response

The FOIA Coordinator shall first determine the scope of the public records request, which involves estimating the time required to search for, examine, separate/delete exempt information and/or copy the requested records.

The FOIA Coordinator shall then respond to a public records request within five business days unless otherwise agreed to by the requestor in writing. The receipt day shall be counted as day zero.

The FOIA Coordinator's response shall do one of the following:

- Grant the request
- Issue a written notice denying the request, providing the basis for the denial and notice of an individual's rights to appeal the denial
- Grant the request in part and issue a written notice denying the request in part
- Issue a notice extending for not more than 10 business days the period in which the District shall respond to the request. Reasons for the extension may include, but are not limited to:
 - Records are at another location

- Need to locate and review a large number of records
- Complexity of the request requires additional time for an adequate response
- Issue a written notice indicating that all or a portion of the requested information is available on the District's website

If applicable, the FOIA Coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50, the Coordinator shall require a good faith deposit of one-half of the estimated fee before processing the request. The fee must be paid before a public record is made available.

If the total amount charged in a previous records request has not been paid in full, the District may require a deposit of up to 100 percent of the estimated fee before processing a subsequent public records request.

FOIA Charges

The district will charge .10¢ a copy per page; .03¢ for each address label; \$10.00 for a video, DVD, or CD. The district will also charge, where applicable, labor costs (not more than the hourly wage of the lowest paid, capable employee); labor costs for reviewing and deleting exempt information; reasonable costs to provide the requested information in electronic format; labor costs for duplication and actual costs of mailing. Allen Park Public Schools will also provide an approximate cost in advance if requested.

Avenues for Challenge and Appeal

If the District charges a fee that an individual thinks is too high, denies all or part of a public records request, the requestor may submit to the District Board of Education a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. Written appeals may be sent to the email or mailing address listed above and will be forwarded to the Board of Education or the Superintendent for scheduling on the agenda of the next Board meeting. Additionally, the requestor may pursue a fee reduction or appeal the denial by commencing a civil action in circuit court.

Payment of FOIA Requests

Invoices indicating a summary breakdown of all charges will be provided to the person/organization making the request as authorized by FOIA Section 4(1), MCL 15.234(2). Checks should be made payable to the Allen Park Public Schools. A sample invoice is shown below.

Future Changes in Guidelines/Procedures

The District reserves the right to amend, revise or repeal all or any part of the preceding guidelines and procedures at any future time.

Effective Date: July 1, 2015

ALLEN PARK PUBLIC SCHOOLS
9601 Vine Street
Allen Park, MI 48101

Attention: FOIA Coordinator

ESTIMATE FEE - \$
INVOICE #

DATE:

TO:

FOR: FOIA Request of

Copies: XX pages @ .10¢ =
ESTIMATED Labor Charges: \$ - Hours @ \$ per hour
Postage:
Other: (DVD, CD, Video)

DEPOSIT REQUESTED: \$
TOTAL DUE: \$

**Please make check payable to:
Allen Park Public Schools**