

# **FREEDOM OF INFORMATION ACTION (FOIA) ADMINISTRATIVE GUIDELINES**

The following questions and answers are intended as a public summary of the procedures and guidelines instituted by Fitzgerald Public Schools (the "District") to comply with the Michigan Freedom of Information Act (FOIA), MCL 15.231 *et seq.* The District's FOIA Procedures and Guidelines are available in their entirety:

- **BOARD POLICY**
- **PUBLIC RECORD**
- **FOIA REQUEST FORM**
- **DISTRICT FOIA FEE CALCULATION SHEET**

## **What is required in a FOIA request?**

To submit a request to inspect, copy, or receive copies of a public record under FOIA, a person must submit a written request with a sufficient description of the public record. A special form is not required, However, the district's FOIA Request Form is attached.

## **What can I request?**

Public records prepared by the District or within the District's possession that are not exempt from disclosure under Section 13 of the Michigan Freedom of Information Act (MCL 15.243).

A subscription to future issuances of public records that are created, issued, or disseminated on a regular basis. A person can request a subscription for up to 6 months, and subscriptions are renewable.

A certified copy of a public record.

A public record sent to you by email or provided in another non-paper form, as long as the District is technologically capable of doing so.

### **Who should the request be made to?**

You should direct your FOIA requests to the District's **FOIA Coordinator**. The requests can be mailed, emailed, faxed, or delivered by hand. The contact information is:

**Michelle Ridky, Administrative Assistant to the Superintendent**  
**23200 Ryan Road, Warren, MI 48091**  
**586-757-1750**  
**micrid@myfitz.net**

### **How long does the District have to respond to my FOIA request?**

The District has 5 business days to respond, unless you specifically give the District permission to respond after 5 business days have passed or an extension has been requested.

### **What kinds of responses are possible?**

In response to your FOIA request, the District may:

1. Grant the request and provide you with access to the requested records or with copies of the requested records.
2. Deny your request.
3. Grant the request in part and deny the request in part.
  - If part of your request is denied because it is exempt from disclosure under Section 13 of FOIA, you will receive a written notice describing the part of the record that was determined exempt and excluded.
4. Give you written notice extending for no more than 10 business days the time it has to respond to the request.
5. Tell you that the information you requested is available for free on the District's website, and give you the specific webpage address where the information can be found. You will not be charged a fee for records available to the public on the District's website unless you want the records provided in another format, like paper copies.

### **What must the District tell me if it denies my FOIA request?**

If the District denies your FOIA request, the District must provide you with a written notice containing the following information:

- If applicable, an explanation that the requested record, or part of the record is exempt from disclosure under Section 13 of FOIA, or under another statute.
- If applicable, a certificate that the public record does not exist.
- An explanation of your right to appeal the decision. The appeals process is discussed further below.
- The signature of the individual responsible for denying your request, whether it be the FOIA Coordinator or another District employee that the FOIA Coordinator has designated to respond to and process FOIA requests on his or her behalf.
- Notice of your right to receive attorneys' fees and damages, as provided under FOIA, if a court determines that the District did not comply with FOIA and the court orders the District to disclose all or part of a public record.

### **How do I appeal the District's decision to deny my FOIA request?**

Appeal to the School Board:

If your FOIA request was denied, you can appeal that decision to the District's Board of Education (the "Board"). To do so, you must submit a written appeal to the Board that specifically states the word "appeal" and gives the reasons that you think the denial should be reversed. The Board then has 10 business days to:

- Reverse the previous denial of your FOIA request and grant your request;
- Issue a written notice upholding the denial;
- Under unusual circumstances, issue a written notice extending the time for responding by no more than 10 business days.

File an Action in Circuit Court:

If you do not want to appeal to the Board, then you have the right under FOIA to file an action in court to require the District to disclose public records. You have 180 days from the day your FOIA request was denied to file a civil action in Macomb County Circuit Court to require the District to disclose public records.

## **Is there a fee for the public records?**

As permitted by FOIA, MCL 15.234(1), the District charges a fee to cover the costs of responding to a FOIA request, except in some circumstances discussed further below.

## **How is the fee calculated?**

The District's standard form for detailed itemization of fees will be used to calculate the fees owed for each FOIA request. The form can be found in the Administrative Guideline.

The fee is calculated by adding together:

1. Labor costs of searching for, locating, and examining public records in order to fulfill a granted written request.

The District will not charge you for this particular cost unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the FOIA request.

If the District does charge for you for this particular labor cost, it must specifically identify the nature of these unreasonably high costs.

If you are charged, the District will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance, regardless of whether that person is available or who actually is to perform the labor.

This cost is determined using the number of 15 minute increments required to perform the task.

2. Labor costs of separating and deleting information exempt from disclosure.

The District will not charge you for this particular cost unless the failure to charge a fee would result in unreasonably high costs because of the nature of the FOIA request.

If the District does charge for you for this particular labor cost, it must specifically identify the nature of these unreasonably high costs.

If you are charged, the District will not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting the information exempt from disclosure in the particular instance, regardless of whether that person is available or who actually is to perform the labor.

This cost is determined using the number of 15 minute increments required to perform the task.

3. If the request asks for records in nonpaper form, the actual and most reasonably economic cost of the nonpaper physical media, whether it be computer discs, computer tapes, or other digital media.

4. For paper copies, \$0.10 per page.

5. Labor costs of making paper or digital copies, or other types of duplication or publication.

This cost is determined using a time increment of the District's choosing and the hourly wage of the District's lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually is to perform the labor.

6. Actual cost of mailing.

If you requested that copies of records be mailed to you, the least expensive form of mailing with postal delivery confirmation will be used unless you have requested another form of mailing, like certified mailing or insurance.

### **Are there any fee waivers or reductions available?**

Fee waivers/reductions are available for certain individuals and organizations. Such waivers/reductions will be noted on the District's standard form for detailed itemization of fees when calculating the fees owed for each FOIA request. The form can be found in the Administrative Guideline.

### **Indigency:**

The District will waive the first \$20.00 in fees for a FOIA request made by an individual who **receives public assistance or can prove indigency**, for up to 2 separate FOIA requests each calendar year.

To be eligible, an individual should submit an affidavit with his or her FOIA request. In the affidavit, the individual must state:

1. That he or she is indigent and receiving public assistance, or facts showing inability to pay the costs because of indigency;
2. He or she is not making the FOIA request for an outside party in exchange for payment or other compensation; and
3. He or she has not already received more than one waiver in that calendar year.

### **Michigan Protection and Advocacy Service, Inc.:**

The District shall comply with MCL 15.234(2)(b) and waive the first \$20.00 of the fee for each FOIA request made by the **Michigan Protection and Advocacy Service, Inc, or any successor organization** formally designated by the state to carry out activities under subtitle C of the developmental disabilities and Bill of Rights Act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, if the request meets all of the following requirements:

1. It is made directly on behalf of the organization or its clients.
2. It is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, MCL 330.1931.
3. It is accompanied by documentation of its designation by the state, if requested by the public body.

### **When do I have to pay?**

Generally, you do not have to pay the fees discussed above until the District has processed your request and the public records are ready to be mailed, picked up, or otherwise distributed to you.

However, if the estimated cost for processing your FOIA request is more than \$50.00, then you will be required to pay 50% of the estimated cost before the District will begin processing your request. The estimated cost will be determined using the District's Standard Form for Detailed Itemization. You will be provided a copy of this form when you are asked to pay your deposit.

The District will also require you to pay a deposit if you previously made a FOIA request but did not pay the total amount due for processing the request. In that case, you will be required to pay a deposit of 100% of the estimated fee before the District will begin processing your request. See the District's Administrative Guidelines for more information.

### **What if I do not agree with the amount the District says I have to pay?**

If you disagree with the fee amount you are instructed to pay, you can first appeal to the Board by submitting a written appeal for a fee reduction. It should specifically state the word "appeal" and should say how the fee exceeds the amount permitted by the District's FOIA Procedures and Guidelines or by the Michigan FOIA, MCL 15.234.

If the Board denies your request for a fee reduction or does not respond within 10 business days, you can file a civil action in Macomb County Circuit Court for a fee

reduction. You have 45 days from the date your request for a fee reduction was denied or the FOIA Coordinator instructed you to pay the fee to file the action.

**Where can I find more information?**

The Freedom of Information Act can be accessed at the Michigan Legislature's website, [\*\*FOIA Act 442 of 1976\*\*](#)

## PUBLIC RECORDS

The District's public records are available for public inspections and/or copying in accordance with the following administrative guidelines. Exemptions are specified in MCL 15.243.

### **Section 1: Definitions**

For purposes of the District's FOIA Policies, the following definitions apply:

- 1.1 FOIA Coordinator:** The individual responsible for accepting and processing requests for the District's public records under the FOIA, and for approving a denial of such a request. Under the FOIA, a public body's FOIA Coordinator is its Chief Administrative Officer. Therefore, the FOIA Coordinator of Fitzgerald Public Schools is hereby the Superintendent of Fitzgerald Public Schools.
- 1.2 Person:** An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correction facility in this state or any other state, or in a federal correctional facility.
- 1.3 Public record:** A written document prepared, owned, used, in the possession of, or retained by the District in the performance of an official function, from the time it is created. Public record does not include computer software. Public records are separated into 2 classes:
  - a. Those that are exempt from disclosure under section 13 of the FOIA, MCL 15.243.
  - b. All public records that are not exempt from disclosure under section 13 and which are subject to disclosure under the Act.
- 1.4 Standard Form for Detailed Itemization of Fees:** The standard form used by the District to provide a detailed itemization of fees charged for responses to written FOIA requests, as required by MCL 15.234(4). The form clearly lists and explains the allowable charges for the 6 fee components listed under MCL 15.234(1).
- 1.5 Written public summary:** The District's summary of its specific procedures and guidelines for implementing the FOIA, written in a manner so as to be easily understood by the general public, and including information relevant to the general public regarding:
  - a. How to submit written requests to the District;
  - b. How to understand the District's written responses to FOIA requests;



- c. Deposit requirements;
- d. Fee calculations; and
- e. Avenues for challenge and appeal.

The written public summary shall be posted and maintained on the District's website.

- 1.6 Written request:** A writing that asks for information, and includes a writing transmitted by facsimile, electronic mail, or other electronic means.

## **Section 2. Personnel Authorized to Process FOIA Requests**

- 2.1** The District's FOIA Coordinator has the authority and responsibility to:
- a. Accept and process FOIA requests;
  - b. Deny and approve the denial of FOIA requests; and
  - c. Direct and coordinate the District's FOIA policies and procedures subject to the District's FOIA Policies.
- 2.2** The FOIA Coordinator also has the authority, pursuant to MCL 15.236(3), to designate individuals to act on his/her behalf in accepting and processing requests for the District's public records, and in approving denials of such requests.
- 2.3 Others.** All District personnel not authorized to respond to a FOIA request under this Section shall direct the request to the appropriate FOIA Coordinator or his/her designee.
- 2.4 Non-FOIA Requests for Information.** The procedures in these FOIA policies apply to requests specifically made under the FOIA, and do not apply to routine day-to-day inquiries to the District or schools for information. Such routine inquiries shall be handled appropriately by District staff.

## **Section 3: Requests to Inspect or Copy Public Records**

- 3.1 Written Request Required.** A request to inspect, copy, or receive copies of a public record under the FOIA must be made in writing and must sufficiently describe the public record so that the District can find the public record.
- 3.2 Request for Subscription.** A person may also make a written request to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

- 3.3 Date Facsimile or Electronic Transmission Received.** A request for records made by facsimile, electronic mail, or other electronic transmission will be considered received by the District one business day after the electronic transmission is made, in accordance with MCL 15.235(1).
- a. If a written request sent by electronic mail is delivered to the District's or FOIA Coordinator's spam or junk mail folder, the request will be considered received one business day after the District first becomes aware of the written request.
- 3.4 Retention of FOIA Requests.** The District shall keep a copy of all the written requests for public records on file for no less than 1 year.
- 3.5 Request for Non-paper Physical Media.** A person requesting public records may request that they be provided on non-paper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. Such a request will be accommodated if the District has the technological capability necessary to provide records on the particular non-paper physical media stipulated in the particular instance. The charge for such a request will include the actual and most reasonable economic cost of the computer discs, computer tapes, or other digital or similar media required.

#### **Section 4: Responses to FOIA Requests**

- 4.1 Response Within 5 Business Days.** Unless otherwise agreed to in writing by the person making the request, the District shall respond to a request for a public record within 5 business days after the District receives the request 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.
- d. Issuing a notice extending for not more than 10 business days the period during which the public body shall respond to the request.
- 4.2 Provision of Webpage Address for District's FOIA Policies and Written Public Summary.** In every response to a written request for public records under the FOIA, the District shall provide the specific webpage address where the District's FOIA Policies and the written public summary are available for public viewing.
- 4.3 Failure to Timely Respond to Request.** Failure to respond to a request pursuant to Section 4.1 constitutes the District's final determination to deny the request if either of the following applies:

- a. The failure was willful and intentional.
- b. The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

#### **4.4 Requested Records Available on Website.**

- a. If the FOIA Coordinator or his/her designee knows or has reason to know that all or a portion of information requested in a written request is available on the District’s website, the FOIA Coordinator or designee will provide the specific webpage address where the information is available in its written response. The District will not charge a fee for records available to the public on its website, unless the requestor stipulates that the records be provided in a format other than through the publicly available website.
- b. If a verbal request for information is for information that the FOIA Coordinator or his/her designee believes is available on the District’s website, the FOIA Coordinator or designee shall, where practicable and to the best of his/her knowledge, inform the requestor about the District’s pertinent website address.

#### **4.5 Denial of Request.** If a FOIA Coordinator or his/her designee determines that a request is for information exempt from disclosure under the FOIA, he/she shall issue a written denial of the request.

- a. The written notice shall contain:
  - i. 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.
  - ii. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the District, if that is the reason for denying the request or a portion of the request.
  - iii. If all or part of a requested public record was determined exempt from disclosure under MCL 15.243, and therefore not disclosed pursuant to MCL 15.244, a description of that record or portion of a record that was separated and excluded.

- iv. A full explanation of the requesting person's right to do either of the following:
    - 1. Submit a written appeal to the Board, which must specifically state that the word "appeal" and identify the reason or reasons for reversal of the disclosure denial. This procedure is described further below in Section 4.7.
    - 2. Seek judicial review of the denial, as discussed below in Section 4.8.
  - v. Notice of the right to receive attorneys' fees and damages as provided by statute if, after judicial review, the court determines that the District has not complied with the statute and orders disclosure of all or a portion of a public record.
- b. The individual responsible for the denial of the request shall sign the written notice of denial.
  - c. The denial shall be made within 5 business days of receipt of the request or as otherwise provided by law, and shall include the reasons for the denial and the procedures for appeal of the decision to deny the request.
  - d. Should the requested record(s) be classified as exempt but contain information which is not exempt from disclosure, the FOIA Coordinator or his/her designee shall delete the exempt material and release the remaining information for inspection or copying.

**4.6 Delays.** If the FOIA Coordinator or his/her designee determines that additional time is required to access the requested record(s) or to make a determination on whether the request will be granted, the Coordinator shall, within 5 business days of receiving the request, give written notice to the requestor that the District has extended the period for responding to the request by 10 business days. The District may then respond in any of the ways described in Section 4.1, above, except by issuing a notice extending the time to respond.

**4.7 Appeal within the District.** If a request to inspect or copy a record is denied by a FOIA Coordinator or his/her designee, the person making the request may appeal the decision within the District to the Board. The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons for reversal of the denial. The Board shall have 10 days to:

- a. Reverse the disclosure denial.
- b. Issue a written notice to the requesting person upholding the disclosure denial.

- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board shall respond to the written appeal. The Board shall not issue more than 1 notice of extension for a particular written appeal.

The Board is considered to have received a written appeal on the day of the first regularly scheduled meeting of the Board following the submission of the written appeal.

**4.8 Commence a Civil Action.** Upon the final determination to deny all or a portion of a FOIA request, the requesting person may commence a civil action in the circuit court to compel the District's disclosure of the public records within 180 days after the final determination to deny the request.

### **Section 5: Fees and Billing**

**5.1 Fee Calculations.** As permitted by MCL 15.234(1), the District shall charge a fee to cover the costs of responding to a FOIA request, except as provided in Section 6.2 below. The District's Standard Form for Detailed Itemization of Fees shall be used to determine the proper fee, which will be calculated by totaling the following costs:

- a. Labor costs directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request.
  - i. The District shall not charge a fee for such costs unless failure to charge a fee would result in unreasonable high costs to the District because of the nature of the request in the particular instance, and the District specifically identifies the nature of these unreasonably high costs.
  - ii. If a fee is charged in accordance with Section 6.1(a), the District shall not charge more than the hourly wage of the District's lowest-paid employee capable of searching for, locating, and examining the public records regardless of whether that person is available or who actually performs the labor.
  - iii. The District shall estimate and charge labor costs under Section 6.1(a) in increments of 15 minutes, with all partial time increments rounded down.
- b. Labor costs, including necessary review, associated with the separating and deleting of exempt information from nonexempt information.

- i. The District shall not charge a fee for such costs unless failure to charge a fee would result in unreasonable high costs to the District because of the nature of the request in the particular instance, and the District specifically identifies the nature of these unreasonably high costs.
  - ii. If a fee is charged in accordance with Section 6.1(b), the District shall not charge more than the hourly wage of the District's lowest-paid employee capable of separating and deleting exempt information from nonexempt information regardless of whether that person is available or who actually performs the labor.
  - iii. The District shall estimate and charge labor costs under Section 6.1(a) in increments of 15 minutes, with all partial time increments rounded down.
- c. For public records provided to the request on non-paper physical media, the actual and most reasonable economical cost of the computer discs, computer tapes, or other digital or similar media.
- d. For paper copies, \$0.10 per sheet of paper for copies made on 8½ by 11-inch paper or 8½ by 14-inch paper.
- e. Labor costs directly associated with duplication or publication, including making paper copies and digital copies.
  - i. The District shall not charge more than the hourly wage of the District's lowest-paid employee capable of necessary duplication nor publication, regardless of whether that person is available or who actually performs the labor.
  - ii. Labor costs will be estimated and charged in time increments of the District's choosing; however, all partial time increments will be rounded down.
- f. Actual cost of mailing, by the least expensive form of postal delivery confirmation
  - i. Unless requestor stipulates to expedited shipping or insurance.

## **5.2 Fee Reductions.**

### **a. Indigent Status**

- i. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by an individual who receives public assistance or proves indigence, provided:

1. The individual submits an affidavit stating –
    - a. he/she is indigent and receiving specific public assistance, or, if not receiving public assistance, the individual states facts showing inability to pay the cost because of indigency;
    - b. his/her request is not being made in conjunction with outside parties in exchange for payment or other remuneration.
  2. The individual has not previously received discounted copies of public records from the District, pursuant to this policy, twice in the same calendar year.
    - ii. If the requestor is ineligible for a discount based on being indigent, the District shall inform the requestor specifically of the reason for ineligibility in the District's written response to the individual's FOIA request.
  - b. **Advocacy and Protection Organization.** A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
    - i. It is made directly on behalf of the organization or its clients.
    - ii. It is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, MCL 330.1931.
    - iii. It is accompanied by documentation of its designation by the state, if requested by the public body.
- The Michigan Protection & Advocacy Service, Inc. currently serves both of these functions.
- c. The fee reductions discussed in Section 6.2(a) and (b) shall be fully noted on the District's Standard Form for Detailed Itemization of Fees, which will be provided by the District in its response to an individual requesting records.

- d. The District shall keep a record of fees reduced for all individuals and organizations, though such fees will not be charged except those in excess of the yearly maximum.
- e. Revenue from fees paid for processing a FOIA request shall be deposited monthly in the general fund of the District.
- f. Section 6 does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

### **Section 6: Deposits**

- 6.1 Good Faith Deposit.** If the estimated cost for processing an individual's FOIA request exceeds \$50.00, the FOIA Coordinator or his/her designee shall require a good faith deposit of one-half of the estimated fee before processing the request.
- 6.2 Detailed Itemization Required.** The District's request for a deposit shall include a detailed itemization, provided on the District's Standard Form for Detailed Itemization of Fees, along with a best efforts estimate by the District regarding the time required for the District to provide the public records to the requestor.
- 6.3 Previous Failure to Pay.** If the District has granted and fulfilled a written request from an individual under the FOIA and has not been paid in full the total amount due pursuant to MCL 15.234(1), the District will require a deposit of up to 100% of the estimated fee before the District begins a full public record search for any subsequent written request from that individual, if all of the following apply:
  - a. The final fee for the prior written request was not more than 105% of the estimated fee.
  - b. The public records made available contained the information being sought in the prior written request and the records are still in the District's possession.
  - c. The public records were made available to the individual, subject to payment, within the time frame estimate described above in Paragraph 2 and required under MCL 15.234(7).
  - d. 90 days have passed since the District notified the individual in writing that the public records were available for pickup or mailing.
  - e. The individual is unable to show proof of prior payment to the District.



- f. The District calculates a detailed itemization, as required under MCL 15.234(4), that is the basis for the current written request's increased estimated fee deposit.
- 6.4** The District shall not require an increased estimated fee deposit from an individual as described above in Section 7.3 if any of the following apply:
- a. The individual is able to show proof of prior payment in full to the District.
  - b. The District is subsequently paid in full for the applicable prior written request.
  - c. 365 days have passed since the individual made the written request for which full payment was not remitted to the District.

**Section 7: Public Availability of Policies and Written Public Summary**

- 7.1** The District shall make these FOIA policies (which include the District's Standard Form for Detailed Itemization of Fees) and the District's written public summary available to the public by:
- a. Posting the policies and public summary on the District's website;
  - b. Providing free copies of the policies and public summary, upon request, to visitors to the District's office; and
  - c. Including the specific webpage address where the policies and written summary are available for public viewing in each District response to a written request for public records under the FOIA.

**FOIA Request for Public Records**  
**Fitzgerald Public Schools**  
**Michigan Freedom of Information Act, 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**

(Please Print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

**Describe the public record(s) as specifically as possible:**


Requestor's Signature	Date
<b>Consent to Non-Statutory Extension of School District's Response Time</b>	
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, Public Act 442 of 1976, MCL 15.231, <i>et seq.</i> I understand that the District must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the District's response time for this request until_____.	
Requestor's Signature	Date

**Fitzgerald Public Schools**  
**STANDARD FORM FOR DETAILED ITEMIZATION OF FEES**  
**CHARGED FOR FOIA REQUESTS**

The following form shall be used by the District to calculate a fee or deposit charged for a FOIA request.

Pursuant to the Michigan Freedom of Information Act (FOIA), MCL 15.234, the following costs will be charged for responses to FOIA requests:		<b>Total Cost</b>				
<b>1. Labor costs – searching for, locating, and examining public records</b>  Hourly Wage Charged: \$ _____  _____ 15 minute increments (rounded down)	If fee charged, describe nature of unreasonably high costs to District: _____ _____ _____	\$ _____				
<b>2. Labor costs – separating and deleting of exempt information from nonexempt information.</b>  Hourly Wage Charged: \$ _____ Time Spent _____	If fee charged, describe nature of unreasonably high costs to District: _____ _____ _____	\$ _____				
<b>3. Actual cost of records provided on non-paper physical media</b> (i.e. computer discs, computer tapes, or other digital media).	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><u>Type of Media</u></td> <td style="text-align: left;"><u>Cost</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Type of Media</u>	<u>Cost</u>			\$ _____
<u>Type of Media</u>	<u>Cost</u>					
<b>4. Paper copies</b> (per page cost range based on paper size, single or double sided copies)	_____ pages x \$0.10/page = _____ pages x \$0.15/page =	\$ _____				
<b>5. Labor costs – duplication or publication, including making paper and digital copies</b>  Hourly Wage Charged: \$ _____	_____ time increment of District's choosing	\$ _____				
<b>6. Actual cost of mailing</b>  *By least expensive form of postal delivery confirmation unless requestor stipulates otherwise	<b>Envelopes/Packaging:</b> \$ _____  <b>Postage:</b> \$ _____	\$ _____				
<b>Fee reduction?</b> List reason (indigent or protection and advocacy organization):  _____	Subtract \$20 or Not Applicable	\$ _____				
<b>Estimated Cost</b>		\$ _____				
<b>Good faith deposit required?</b>	If estimated cost exceeds \$50, a good faith deposit of 50% of estimated cost is required <i>before</i> request will be processed	\$ _____ Paid  _____ Date				
Note: Request will be processed, but balance must be paid <i>before</i> copies may be picked up, delivered, or mailed	<b>Balance Due</b>	\$ _____				