

Freedom of Information Act (FOIA) Procedures and Guidelines Summary Addison Community Schools

The following procedures and guidelines explain how to submit a request to Addison Community Schools for a public record and how to understand Addison Community Schools' written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.

Submission of a Request for Public Records

1. All requests to review or receive a copy of Addison Community Schools' public records should be made in writing describing the records requested and clearly identifying the communication as a request for public records. Requests should be sent to Addison Community Schools FOIA Coordinator:

Tiffany Smith
Addison Community Schools
219 N. Comstock Street
Addison, MI 49220
Email to: tiffany.smith@addisonschools.us

2. The request must indicate how the public records should be provided to the requestor. Options may include:

- A. Have the documents sent to the provided email address;
- B. Provide the documents on nonpaper physical media such as a CD, flashdrive, or other digital media;
- C. Provide hard copies of the records to be picked up by the requestor or to be mailed to a provided address;
- D. Make the records available for review at Addison Community Schools offices.

Addison Community Schools is not required to provide electronic files if Addison Community Schools lacks the technological capability necessary to provide the requested records on the nonpaper physical media stipulated in the request.

3. The requestor must indicate if they are exempt from fees as follows:

- A. If the individual is indigent and provides an affidavit to Addison Community Schools describing the indigency;
- B. The requestor is a nonprofit agency designated to carry out activities in support of individuals with developmental disabilities and/or mental illness, and the request is made on behalf of the organization or its clients and is made for a reason consistent with its mission.

Review of a Request for Production of Public Records

1. Addison Community Schools will review the request for information for the purpose of determining:
 - A. Whether or not Addison Community Schools has the requested information;
 - B. Whether any portion or all of the requested information is exempt from disclosure;
 - C. Whether the requested records are available on Addison Community Schools website.

Public Record Search and Production Fee

Addison Community Schools may charge a fee for necessary copying of a public record, for inspection, or for providing a copy of a public record. Fees may be charged in one or more of six categories, which are:

1. Labor costs for searching, locating, and examining the public records
 - A. Labor costs will be charged in 15 minute increments with all partial time rounded down.
 - B. Labor costs will be based on the hourly wage of the lowest-paid Addison Community Schools employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge up to 50% of the applicable hourly wage to cover or partially cover the cost of fringe benefits. However, the benefit cost charged will not be more than the actual cost of fringe benefits.
2. Labor costs for separating and deleting exempt information from nonexempt information, including contracted labor costs when necessary
 - A. Labor costs will be charged in 15 minute increments with all partial time rounded down.
 - B. Labor costs will be based on the hourly wage of the lowest-paid Addison Community Schools employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge up to 50% of the applicable hourly wage to cover or partially cover the cost of fringe benefits. However, the benefit cost charged will not be more than the actual cost of fringe benefits.
 - C. If the FOIA Coordinator determines that there is no Addison Community Schools employee capable of redacting the exempt information, the FOIA Coordinator may contract with a third party for the labor and treat the contracted labor costs in the same manner as employee labor costs, provided that the hourly rate charged doesn't exceed six times Michigan's then-current hourly minimum wage.
 - D. Addison Community Schools will not charge for labor costs directly associated with redacting exempt information if Addison Community Schools knows or has reason to know that it previously redacted the public record in question and Addison Community Schools still possesses the redacted version.
3. Electronic record provision costs (nonpaper physical media)
 - A. The fee charged will be the actual and most reasonably economical cost of the electronic record (nonpaper physical media).
4. Paper copy costs
 - A. Addison Community Schools will charge a fee of \$.10 per sheet of paper for all copies made on 8 ½- by 11-inch or 8 ½- by 14-inch paper.
 - B. The fee for all other sized paper will be the actual and total cost of the copy.

5. Labor costs for duplication or publication
 - A. Labor costs will be charged on one (1) minute increments with all partial time rounded down.
 - B. Labor costs will be based on the hourly wage of the lowest-paid Addison Community Schools employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge up to 50% of the applicable hourly wage to cover or partially cover the cost of fringe benefits. However, the benefit cost charged will not be more than the actual cost of fringe benefits.
6. Mailing costs
 - A. The fee charged will be the actual cost of mailing the public records in a reasonably economical and justifiable manner.
 - B. Addison Community Schools may charge for the least expensive form of postal delivery confirmation.

In determining the fee to be charged, Addison Community Schools will use a standard form to provide a detailed itemization of any fee amount to be charged by the District in response to a request for public records. A copy of the standard form to be used by Addison Community Schools is included with these procedures and guidelines.

The District will not assess a fee for the costs of search, examination, review, and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the District, and the District specifically identifies the nature of the unreasonably high costs.

If Addison Community Schools determines that a fee will be charged, Addison Community Schools will, as soon as possible, but not later than five (5) business days after the request is received, provide the requestor with a written estimate of the costs to be charged by Addison Community Schools of the requestor. However, the calculation and provision of a fee estimate will not change Addison Community Schools' obligations under Addison Community Schools Response heading below.

Deposit

The written fee estimate may also require a deposit from the requestor. The written estimate will provide an estimate of the costs by category listed above, will indicate if a deposit is required and the amount of the deposit, and will provide an estimate of the time frame that it will require for Addison Community Schools to respond to the request. If a deposit is required, Addison Community Schools will begin the process of compiling the requested records when it receives the deposit. If no deposit is required, Addison Community Schools will begin the process of compiling the requested records unless the requestor objects to payment of the estimated fees. If objection is not received within 24 hours from the time that the fee estimate form is provided to the requestor, Addison Community Schools will proceed as though the requestor agrees to payment of the fees.

Addison Community Schools may require a deposit if either of the following are determined:

1. If Addison Community Schools has made a good faith calculation that the total fee for processing the request exceeds \$50.00, Addison Community Schools will require that the requestor provide a deposit equal to 50% of the total estimated fee.
2. If the requestor has not paid Addison Community Schools for the provision of public records made in fulfillment of one or more previously granted requests, Addison Community Schools will require a deposit equal to 100% of the total estimated fee.

Addison Community Schools Response

1. Once the request is received by Addison Community Schools' FOIA Coordinator, Addison Community Schools will respond within five (5) business days by doing one of the following:
 - A. Grant the request as written; or
 - B. Provide written notice that the request is being denied with a reason for the denial; or
 - C. Grant part of the request and provide written notice that the other part of the request is being denied with a reason for the denial; or
 - D. Provide written notice that Addison Community Schools requires additional business days to respond to the request, which will not exceed 10 additional business days;
 - E. Provide written notice that the requested information is available on Addison Community Schools website with a link to the information.

Appeals Process

Denial of Public Records Request

If Addison Community Schools FOIA Coordinator denies the FOIA request, the requestor may appeal the request by:

- A. Submitting a written appeal to the Board of Education of Addison Community Schools that clearly states the word "appeal" and identifies the reason or reasons for why the denial should be reversed

Within 10 business days after the Board of Education's first regularly scheduled meeting following receipt by Addison Community Schools of a written appeal, the Board of Education of Addison Community Schools will do one (1) of the following:

- A. Reverse the disclosure denial; or
- B. Issue a written notice to the requesting person upholding the disclosure denial; or
- C. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part; or
- D. Issue a notice extending for not more than 10 business days the period the period during which Addison Community Schools shall respond to the written appeal. The Board of Education will not issue more than one (1) notice of extension for a particular written appeal.

If Addison Community Schools Board of Education fails to respond to a written appeal, or upholds all or a portion of the disclosure denial that is subject to the written appeal, the requestor may commence a civil action in the Lenawee County Circuit Court to compel the District to disclose the public records within 180 days after a public body's final determination to deny the request.

Excessive Fee

If Addison Community Schools requires a fee that exceeds the amount permitted under these procedures and guidelines, the requestor may do the following:

- A. Submit a written appeal to the Board of Education of Addison Community Schools that clearly states the word "appeal" and identifies how the required fee exceeds the amount permitted under these procedures and guidelines.

Within 10 business days after the Board of Education's first regularly scheduled meeting following receipt by Addison Community Schools of a written appeal regarding the fee charged, the Board of Education of Addison Community Schools will do one (1) of the following:

- A. Waive the fee; or

- B. Reduce the fee and issue a written determination to the requestor indicating the basis that supports the non-waived portion of the fee; or
- C. Uphold the fee and issue a written determination to the requestor indicating the basis that supports the required fee; or
- D. Issue a notice extending for not more than 10 business days the period the period during which Addison Community Schools shall respond to the written appeal. The Board of Education will not issue more than one (1) notice of extension for a particular written appeal.

If the Board of Education fails to respond to a written appeal or issued a determination that the requestor believes to still result in a fee that exceeds the amount permitted under its publicly available procedures and guidelines or State law, the requestor may commence a civil action in the Lenawee County Circuit Court. The action must be filed within 45 days after receiving the notice of the required fee. If a civil action is commenced against Addison Community Schools, Addison Community Schools is not obligated to complete the processing of the written request for the public record until the Court resolves the fee dispute.