



## **FREEDOM OF INFORMATION ACT POLICIES**

### **Purpose:**

To document the Huron Conservation District practices and procedures for Freedom of Information Act (FOIA) requests.

### **References:**

MCLA 15.231 et seq. (Public Act 442 of 1976)

### **Standards of Conduct:**

The Huron Conservation District (Huron CD) will ensure that all persons are granted full and complete information regarding the affairs of as provided by the Michigan Freedom of Information Act (FOIA). In accordance with FOIA (MCLA 15.236), the Huron CD District Chairman is the Huron CD FOIA Coordinator, and hereby designates the District Manager as the person responsible for accepting and processing FOIA requests, and approving any denials of such requests, on behalf of the Huron CD. The District Manager shall act in accordance with FOIA.

Fees shall be charged in accordance with MCLA 15.234, and are laid out in the following procedure.

### **Procedure:**

#### **REQUESTS**

Michigan Freedom of Information Act (FOIA) requests are to be made in writing. Requests may be submitted in person, through mail, fax, or email. Requests received by electronic submission (fax, email) are considered received one business day after the electronic transmission is made.

All staff must promptly forward FOIA requests to the District Manager upon receipt. The District Manager is responsible for coordinating FOIA request processing.

**FEES**

The District Manager will calculate anticipated fees. Once the request is processed, the requestor will be notified that the records are available after receipt of the applicable fee.

Fees are as follows:

**Copies** - \$0.10

**Labor Cost for Searching the Requested Record** - \$30.00 per hour

**Mailing Cost** – Actual cost of postage or express service, if requested

**Material Cost** – If electronic files are requested and provided, the actual cost of items like CD ROMS, flash drives, etc. will be charged

Once the fee is received, the record will be sent to the requestor when complete, according to the timelines below.

If the fee is anticipated to be less than \$50.00, the requestor will be notified that the record will be available in accord with the timelines below, and once the applicable payment is received.

If the fee is anticipated to be more than \$50.00, the requestor will be notified that the request will be processed once a down payment equal to 50% of the anticipated fee is received.

**TIMELINES**

Responses shall be made to FOIA requests within 5 business days, per MCLA 15.235. The response shall be in the form of:

- Granting the request, and making the record available
- Issuing a written notice to the requesting person denying the request
- Granting the request in part and issuing a written notice to the requesting person denying the request in part
- Or, issuing a notice extending the response period to no more than 10 business days.  
Only one extension is allowed per request.

If all or part of a request is denied, the requestor may take action as laid out in the state law.

