

PROCEDURES

Freedom of Information Act (FOIA) Summary

Denial of FOIA Request Form

The School District will not be able to completely comply with your request for School District records made on _____ 20____, in which you requested the following:

Your request has been denied because (check as applicable):

- The requested public record does not exist under the name given or by another name reasonably known to the School District.
- The public record is exempt from disclosure on the basis of item number _____ listed under "Exemptions from Disclosure" of the Freedom of Information Act (FOIA) Summary.
- Certain information has been separated or deleted from the record because it is exempt from disclosure on the basis of item number _____ listed under "Exemptions from Disclosure" of the Freedom of Information Act (FOIA) Summary. The separated or deleted information may be described as:

You have the right to seek judicial review in the circuit court to try to compel disclosure of the denied information; if you prevail you will be awarded attorney's fees, costs, and disbursements incurred in maintaining the action; if you prevail in part you may still be awarded complete or partial reimbursement for those expenses; in addition to actual and compensatory damages you will be awarded punitive damages in the amount of \$500 if the court finds that the School District was arbitrary and capricious in its denial.

Signed: _____ Date _____

PROCEDURES

Freedom of Information Act (FOIA) Summary

EXEMPTIONS FROM DISCLOSURE

(References are to section numbers authorizing exemptions from disclosure under the Michigan Freedom of Information Act, being Act. No. 442 of the Public Acts of 1976.)

1. Disclosure would constitute a clearly unwarranted invasion of an individual's privacy: Sec. 13 (1)(a).
2. Investigating records compiled for law enforcement purposes: Sec. 13(1)(b).
3. Records or information exempt from disclosure by other statute: Sec. 13(1)(d).
4. Information which would prevent compliance with Federal Family Educational Rights and Privacy Act: Sec. 13(1)(e).
5. Exempt information furnished by another public body: Sec.13(1)(f).
6. Financial information submitted upon a promise of confidentiality Sec. 12 (i) (g).
7. Information or records subject to attorney-client privilege: Sec. 13 (i)(h).
8. Information or records subject to other professional client privilege recognized by statute or court rule: Sec. 13 (1)(i).
9. An exempt bid or proposal to enter into a contract or agreement: Sec. 13 (1)(j).
10. Exempt appraisals of real property: Sec. 13 (i)(k).
11. Test questions and answers: Sec. 13 (1)(l).
12. Medical, counseling, or psychological facts: Sec. 13 (1)(m).
13. Interagency or intra-agency memoranda: Sec. 13 (i)(n).
14. Law enforcement codes or plans: Sec. 13 (1)(o).
15. Location of archeological sites: Sec. 13 (1)(p).
16. Testing data for product specifications: Sec. 13 (1)(q).
17. Campaign committee records: Sec. 13 (1)(s).