

MICHIGAN FREEDOM OF INFORMATION ACT (FOIA)

Morrice Area Schools

Summary of FOIA Procedure

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, (the "FOIA" or the "Act") Morrice Area Schools has established procedures and guidelines to access information by the general public.

How to Submit Written Requests

Morrice Area Schools requires individuals or entities to submit FOIA requests in writing. FOIA requests may be mailed to the following address: FOIA Coordinator, Morrice Area Schools 111 East Mason St, Morrice MI 48857. An individual or entity may also make a written request in person at Morrice's Administration Building, email a request to bontekoe@morrice.k12.mi.us, or by fax to 517-625-3866.

Please review the following checklist to ensure a timely and accurate response to a request: 1) Make sure the correspondence is addressed to the FOIA Coordinator and includes the proper address and/or fax number. 2) Clearly state that the request is being made for a public record(s) pursuant to the "Freedom of Information Act" or the "FOIA", MCL 15.231 et seq. 3) Describe the public record(s) requested in sufficient detail so that it can be identified and located. 4) Describe the subject matter of the public record(s) requested and the approximate date that the public record(s) was created. 5) If the requested public records are available on the Morrice Area Schools' website and the response includes the website address, then any request for paper format or other form, such as electronic form, may result in additional charges.

Understanding Your Request

When the FOIA Coordinator receives a written request for a public record, the FOIA Coordinator shall, within five (5) business days after Morrice Area Schools receives the request, respond to the request in one of the following ways: 1) Grant the request. 2) Issue a written notice to the requestor denying the request. 3) Grant the request in part and issue a written notice to the requestor denying the request in part. 4) Issue a written notice extending, for not more than ten (10) business days, the period during which Morrice Area Schools shall respond to the request.

Fee Calculations

Please refer to the Freedom of Information Act, Act 442 of 1976, Section 4 of the Act (MCL 15.234).

Deposit/Payment Requirements

If the estimated cost of responding to a request exceeds \$50.00, Morrice Area Schools may require a good faith deposit of 50% to be submitted before the request is processed. Once the good faith deposit is submitted, Morrice Area Schools will process the request. Total fees due, including the balance remaining after a deposit, must be paid before the requested public documents may be picked up, mailed, or delivered. Good faith deposits and fees charged for responding to FOIA requests may be mailed to the address above.

Challenge/Appeal

If the requestor believes the fee estimated or charged for the request exceeds the amount permitted under these procedures and guidelines or under the Act, the requestor is required to submit to the Morrice Area Schools Board of Education, a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these

procedures and guidelines or the Act. If a requestor disagrees with the Board of Education's determination, the requestor may commence an action in Court within 45 days of Morrice Area Schools determination, to seek a fee reduction. If a civil action is commenced against Morrice Area Schools under this provision, Morrice Area Schools is not obligated to complete the processing of the request until the Court resolves the fee dispute.