

Freedom of Information Act

Summary

The Freedom of Information Act provides for public access to certain public records of public bodies; to permit certain fees; to prescribe the powers and duties of certain public officers and public bodies; to provide remedies and penalties; and to repeal certain acts and parts of acts. The Act assures that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees so that they may fully participate in the democratic process.

Procedures/Guidelines

An individual may request information from Ionia Public Schools by requesting copies of documents that exist for IPS by completing form 8310 F1 which is available at the Superintendent's office located at 250 East Tuttle Road, Ionia MI 48846 or printing the last page of this document. Upon completion submit to the Superintendent's office to the attention of the FOIA Coordinator. Any employee of Ionia Public Schools (IPS) shall promptly forward that request to the Associate Superintendent who is the district FOIA coordinator

Documents that exist are subject to inspection or a requestor can receive copies of the requested public record by paying the designated fees. Related fees may be charged for reproducing, searching for, and redacting confidential information. A person has a right to prescribe for a subscription to future issuances of 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, the subscription shall be renewable.

The documents may be reviewed as designated by IPS. We may make rules necessary to protect the records and to prevent excessive and unreasonable interference with the discharge of our functions. We shall protect the records from loss, unauthorized alteration, mutilation, or destruction. IPS is not to be expected to make a compilation, summary, or report of information.

IPS will respond within 5 business days of the request unless circumstances require a longer response time. In such cases, the requestor will be notified of the time the records will be available. The extension of time will not be greater than 10 business days. Requests made by facsimile, email, or other electronic transactions will be received one day after the transmission is made. If a request is made electronically and no response is received within the allotted time-frames, contact the Associate Superintendent immediately to confirm receipt of the request.

Contained in the response to the requestor, a specific date and time the records will be available will be designated. The designation will be between the business hours of 8:00 a.m. and 4:00 p.m. on scheduled business days. There will also be a notice of the status of the request stating which, if any, parts are granted or denied. We have a responsibility to abide by other laws and regulations to protect described privacies of individuals and IPS. The response will be completed on Form F3.

At the request of the requestor, the FOIA Coordinator shall make arrangements for the record to be transmitted electronically via the medium selected by the requester, if the District has the technological capability to comply with the request.

If a request is denied a person can appeal to the Superintendent of Schools by clearly placing appeal of FOIA Response on the top of a letter. Within the appeal there should be a clear explanation of what is being appealed and the reason for appeal. In addition, a person could seek judicial review of the denial under section 10 of the law.

The district will charge the following fees for FOIA requests unless they are determined to be exempt as described by the law. The fees will be rounded to the nearest 15 minute increment. The fees will be specified in the response to the request from the FOIA Coordinator.

Labor for copying, reviewing, searching, locating, duplicating, deleting, separation, redaction of records = **\$26.75 per hour**

Technology assistance for duplication or search = **\$27.94 per hour**

Non paper media = **Actual Cost**

Copies = **10 cents per page**

Postage = **Actual cost**

A deposit of 50% may be requested for duplication services of the requested records.

Any questions regarding FOIA, or related requests, should be directed to the Associate Superintendent who is the FOIA Coordinator and District Records Officer.

PUBLIC RECORDS REQUEST

Name: _____

Address: _____

Telephone: _____ Business Telephone: _____

_____ I wish a copy of the following record(s): (specify) _____

_____ I wish to review the following record(s): (specify) _____

I understand I will be contacted within _____ days, excluding weekends and holidays, as to when I may view these records. I also understand if I request a copy made of these records, the copies will be provided to me at cost. I further understand I am not allowed to remove any record(s) from the office where they are maintained.

Signature _____ Date _____

The records you wish to review and/or copy will be available be on _____ at the administration office.

Records Officer _____ Date _____

RECEIPT/ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have been given copies of and/or have been permitted to review the public records requested above.

Signature _____ Date _____

RESPONSE TO PUBLIC RECORDS REQUEST

TO: _____

You requested records from _____ School District.

1. _____ Because of unusual circumstances, the District requires an additional _____ business days to respond to your request.

2. _____ This is a certification that the following records do not exist under the name given by the requester or by another name known to the District, or are not retained by the District in the performance of an official function:

3. _____ The following records you request are exempt because:

4. _____ Your request is granted for all other records you requested.

_____ Copies of those records are attached.

_____ You may obtain copies of those records by first paying a fee of \$ _____ for the cost of processing your request.

_____ We will copy these records after you have paid a deposit of \$ _____, which is one-half of the copying charge of \$ _____ which you must pay in full upon receipt of the records.

_____ You may inspect the records at this office on _____ at _____ o'clock. You may copy or order copies of those records after inspection upon payment of the fee for processing requested copies.

Records Officer

Date