

Public School Academies of Detroit

WRITTEN PUBLIC SUMMARY OF PSAD FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. Introduction

As a public body under the Freedom of Information Act (“FOIA” or the “Act”), The Public School Academies of Detroit (“PSAD”) has developed procedures and guidelines to implement and assure compliance with FOIA. PSAD has also established the following written public summary of the specific procedures and guidelines explaining how to submit written requests to PSAD and how to understand PSAD’s written responses, deposit requirements, fee calculations, and avenues of challenge and appeal.

II. How to Submit Written Requests

FOIA requests must be submitted in writing to PSAD and should be sent by email or mail to:

Email Address:

jcleary@thompsonfdn.org

Mailing Address:

PUBLIC SCHOOL ACADEMIES OF DETROIT

Attn: John G. Cleary

P.O. Box 703238

Plymouth, Michigan 48170

Street Address (not for mailing purposes):

485 W. Milwaukee St. Suite 300C

Detroit, Michigan 48202

Requests must sufficiently describe a public record so as to enable the FOIA Coordinator to find the information. Requests should also include a contact telephone number to allow the FOIA Coordinator to make contact to resolve issues, clarify the scope of a request or help identify a specific document containing the information sought.

III. How to Understand the PSAD's Written Responses to FOIA Requests

PSAD must respond to a FOIA request within five business days. In some cases, PSAD may seek to extend the time period by 10 business days to fulfill a request completely. A response does not necessarily mean the records are provided within five days.

PSAD can grant the FOIA request, deny the request, or grant it in part and deny it in part. If the request is granted in full or in part, PSAD can charge a fee to process the request. Fees are calculated according to PSAD's FOIA procedures and guidelines and documented in the attached detailed fee itemization form. The fee must be paid before a public record is made available. And, in some cases, PSAD will require a good-faith deposit before it processes a public records request.

If the request is denied, PSAD will provide the basis for its denial in a written notice. PSAD will also provide notice of an individual's rights to appeal the denial to the PSAD Board of Directors and/or file a lawsuit in circuit court.

IV. Deposit Requirements

PSAD will require a good-faith deposit from a requestor before processing a public records request if the entire fee estimate or charge exceeds \$50, based on a good-faith calculation of the total fee. The deposit will not exceed one-half of the total estimated fee as identified in a detailed fee itemization. PSAD's response shall also include a best efforts and good-faith nonbinding estimate regarding the time frame it will take PSAD to comply with FOIA in providing the public records to the requestor.

If the total amount charged in the previous record requests has not been paid in full, PSAD may require a deposit of up to 100 percent of the estimated fee before processing a subsequent request.

V. Fee Calculations

PSAD may charge a fee for a public records search, for the necessary copying of a public record or for inspection or for providing a copy of a public record under PSAD's procedures and guidelines. The fee shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information. Labor costs shall be estimated and charged in increments of 15 minutes in most cases, with all partial time increments rounded down.

PSAD shall not charge for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless the failure to charge a fee would result in unreasonably high cost to PSAD because of the nature of the requests in the particular instance. Under such circumstances, PSAD shall specifically identify the nature of the unreasonably high costs.

The first \$20 of a fee will be waived if a requestor submits an affidavit of indigency. The requestor must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

VI. Avenues for Challenge and Appeal

If PSAD charges a fee that an individual thinks is too high, or denies all or part of a public records request, the requestor may submit to PSAD a written appeal that specifically states the word “appeal” and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. Written appeals may be sent to the email or mailing address listed above and will be forwarded to the PSAD Board of Directors for scheduling on the agenda of the next Board meeting. Additionally, the requestor may pursue a fee reduction or appeal the denial by commencing a civil action in circuit court.

VII. More Information

This is only a summary of the FOIA procedures and guidelines. For more details, copies of PSAD’s FOIA Procedures and Guidelines are available on PSAD’s website:

<https://uprepschoolscom.finalsite.com/about/u-prep-leadership>