

FOIA Written Summary

As public entity in Michigan, Ottawa Area Intermediate School District (OAISD) is subject to the provisions of Michigan's Freedom of Information Act (FOIA) regarding access to public records.

What is a Public Record?

A public record is a writing prepared, owned, used, in the possession of, or retained by OAISD in the performance of an official function from the time it is created. This definition does not include computer software and does not require OAISD to create a compilation, summary, or report of information or create a new public record.

How to Submit a FOIA Request to OAISD

All FOIA requests **must be submitted in writing** using one of these methods:

Method	Contact Information
Mail	Ottawa Area ISD Emily Taylor, FOIA Coordinator 13663 Port Sheldon Street Holland, MI 49424
In Person	OAISD Interim Central Office (same as mailing address), Door #7
Email	etaylor@oaisd.org
Fax	(616) 796-1700

To ensure a timely response, your request should:

- Be addressed to the **FOIA Coordinator**
- Clearly state it is a "**Freedom of Information Act**" or "**FOIA**" request
- **Describe the record** in sufficient detail so it may be easily identified and located
- **Provide your name, address, and contact information**
- State your **preferred record delivery method** (e.g., email, paper copy)

Understanding OAISD's FOIA Response

Within five (5) business days, the OAISD must respond by:

- Granting the request
- Issuing a written notice denying the request
- Granting the request in part and denying the request in part
- Issuing a written notice extending, **for not more than ten (10) business days**, the time period during which OAISD must respond to the request

Fee Calculation: Fees cover labor costs for locating, copying, or reviewing/redacting records, plus costs for duplication or mailing may be charged. Please review OAISD's *Fee Itemization Form* on our [FOIA webpage](#) for additional details.

Deposit Requirement: If the estimated cost of responding to a request exceeds \$50.00, OAISD may require a good faith deposit of 50% before the request is processed, with the balance to be paid before the requested records may be delivered.

Right to Appeal: If a request is denied, or the requestor believes the fee exceeds the amount permitted, the requestor may submit a **written appeal** to the OAISD Superintendent. Please ensure the written appeal clearly states FOIA “appeal” and states the reason(s) for a reversal. The Superintendent must respond to the appeal within **ten (10) business days**. A requestor also has a right to seek judicial review of a FOIA denial or denial of fee reduction from the Circuit Court in which OAISD is located.

This is only a summary. OAISD’s *FOIA Procedures & Guidelines* can be found on our [FOIA webpage](#).