FOIA Request Form

Byron Area Schools

312 West Maple Avenue
Byron, MI 48418
Phone: (810) 266-4881
FOIA Coordinator: Superintendent

First Name: _____

Last Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Daytime Phone Number: _____

Fax Number: _____

Email Address: _____

What is a public record?

- A writing prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created.
- Public records do not include computer software.
- Public records are categorized either as exempt or nonexempt.
  - ✓ Exempt = public body is not compelled to release the record.
  - ✓ Nonexempt = public body must release the record.

Description of Documents being requested. Be as specific as possible with regard to names, dates, places, events, subjects, etc

_____

_____

_____

_____

Initial response: The district has five (5) business days (consecutive weekdays, other than Saturdays, Sundays or legal holidays) regardless of when the particular public body is open for public business.

Responses:

a. Grant the request;
b. Issue a written denial notice;
c. Grant the request in part and deny it in part; or
d. Issue notice that extends the response time for no more than 10 business days. If the public body claims this extension, it must respond by granting or denying the request within 15 business days of receiving the initial request.

FOIA Fee Formula

Labor Costs:

- Hourly wage of lowest-paid capable employee
- 15 minute increments, rounded down

Cost of Media: Paper and other materials; no more than $0.10/sheet, utilizing double-sided, black & white printing if economical and feasible.

Cost of Mailing: Send in a "reasonable, economical, and justifiable manner."