TRAVERSE BAY AREA INTERMEDIATE SCHOOL DISTRICT
"ISD"

Michigan Freedom of Information Act
Procedures and Guidelines

The Michigan Freedom of Information Act (FOIA), MCL 15.231-15.246, provides for public access to certain public records, permits the charging of prescribed fees and deposits, and provides remedies and penalties for non-compliance. A person has a right to inspect, copy, or receive copies of certain requested public records. Some public records are permitted or required not to be disclosed. The ISD is a public body that must comply with the FOIA. The ISD has established the following Procedures and Guidelines to implement the FOIA effective July 1, 2015. For purposes of these Procedures and Guidelines, terms have the same meaning as defined in the FOIA. A complete copy of the FOIA is available on the Michigan Legislature's website at www.legislature.mi.gov.

These Procedures and Guidelines (which include a Public Summary and an Itemized Fee Form) are available on the ISD's website at: www.tbaisd.org. This link or a physical copy of these Procedures and Guidelines will be included in each of the ISD's FOIA responses. Paper copies of these Procedures and Guidelines are available upon request by a visitor at the ISD's Central Office, located at 1101 Red Drive, Traverse City, MI 49684.

I. WRITTEN PUBLIC SUMMARY

A. How to Submit Written Requests

A written request to inspect, copy, or review a public record should be submitted to the ISD's FOIA Coordinator.

- FOIA requests can be sent via U.S. Mail to:
  FOIA Coordinator
  Attn: Nick Ceglarek, Ed.D., 1101 Red Drive, Traverse City, MI 49684

- FOIA requests sent via email should be sent to: nceglarek@tbaisd.org

- FOIA requests sent via fax should be faxed to: 231-922-6270.

  A request must describe the public record in sufficient detail to enable the ISD to find the requested record. A sample Request Form is appended to these Procedures and Guidelines as **Attachment A**.

  A person may subscribe to future issuances of public records created, issued, or disseminated by the ISD *on a regular basis,* such as notices of school board meetings. A subscription is valid for up to 6 months and may be renewed by the subscriber.

In lieu of paper copies, the requestor may stipulate that the ISD provide non-exempt public records on non-paper physical media, electronically mailed, or otherwise electronically

provided. The ISD is not required to produce non-exempt public records on non-paper physical media if the ISD lacks the technological capability necessary to provide the requested records on the particular non-paper physical media stipulated in the particular instance. The ISD is not required to use non-paper physical media *provided by the requestor* and, to safeguard the ISD's information technology infrastructure, shall not do so.

A person may request a certified copy of a public record.

B. Explanation of Written Responses

The ISD will respond to a written request under the FOIA within 5 business days (excluding weekends and legal holidays) after the ISD receives the written request, unless otherwise agreed to in writing by the requestor. The FOIA defines the date of receipt by the ISD differently depending upon how the request was delivered to the ISD (e.g., hand-delivery, regular mail, e-mail, facsimile).

The ISD will respond to a request by doing one of the following: (a) granting the request; (b) issuing a written notice denying the request; (c) granting the request in part and issuing a written notice denying the request in part; or (d) issuing a notice extending for not more than 10 business days the period during which the ISD will respond to the request. The ISD shall not issue more than 1 notice of extension for a particular request.

If a requestor asks for information that is available on the ISD's website, the ISD will notify the requestor in its response where the records may be found on its website. Paper copies of public records available on the ISD's website will be made available upon request, but a fee may be charged as explained in Section II and on the detailed fee itemization form.

The ISD will provide reasonable facilities for a requestor to inspect non-exempt public records. The facilities will be available during the ISD's normal business hours. The FOIA Coordinator will establish rules regulating the manner in which records may be inspected to protect the ISD's records from loss, alteration, mutilation, or destruction, or to prevent undue interference with the ISD's normal operations.

If a request is denied in whole or in part, the ISD will include in the written notice of denial an explanation of the basis for the denial and, if applicable, a certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the ISD. A sample Certificate of Non-Existence of Public Record is appended as Attachment B. If a public record or information is separated and exempt from disclosure (redacted), the ISD will describe generally the material exempted unless that description would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

C. Deposit Requirements

Where the ISD estimates that the fee authorized under the FOIA and these FOIA Procedures and Guidelines for responding to a request will exceed Fifty Dollars ($50.00), the ISD may

require a good-faith deposit from the requestor before providing the requested records. A good-faith deposit shall not exceed one-half (½) of the total estimated fee and shall include a detailed itemization of estimated fee amounts. The FOIA Coordinator will provide the requestor with a detailed itemization of the allowable fees estimated to be incurred by the ISD to process the request. The ISD will include with its request for good-faith deposit a best efforts estimate of the time frame within which the ISD will provide the requested public records. The timeframe estimate is not binding on the ISD but will be made in good faith and the ISD will strive to be reasonably accurate.

If a requestor previously requested public records from the ISD, and if the ISD made the requested public records available on a timely basis but was not paid in full the total estimated fee for that previous request, the ISD may, to the extent permitted by the FOIA, require a deposit of up to 100% of the estimated fee for the subsequent request(s).

D. Fee Calculations

The FOIA permits the ISD to charge six fee components: (a) labor costs of searching for, locating, and examining public records; (b) labor costs of separating or deleting (redacting) exempt information from non-exempt information; (c) labor costs to duplicate or publish requested public records; (d) actual costs of paper copies (not to exceed 10 cents per sheet for standard 8-1/2 by 11 or 8-1/2 by 14 sheets of paper); (e) actual costs of non-paper physical media (e.g., flash drive, CD) if requested and if the ISD has the technological capability to comply; and (f) actual costs of postal delivery. For more detailed information about the ISD's fee calculations, including fee reductions for untimely responses, see Section II.D of the Procedures and Guidelines and **Attachment C,** Detailed Itemization of Fee Amounts Form. The FOIA Coordinator will require that payment be made in full for the allowable fees before the requested records are made available.

1. **Fee Waivers.** A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the ISD determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

2. **Discounts**. Under the following circumstances, a public record search shall be made by the ISD and a copy of a non-exempt public record shall be furnished without charge for the first $20.00 of the fee:

    a. If an individual who is entitled to information under the FOIA:

        - submits an affidavit stating that the individual is receiving specific public assistance or is unable to pay the fee because of indigence and stating that the individual is not making the request in conjunction with outside parties in exchange for payment or other remuneration; and

        - that individual has not previously received discounted copies of public records from the ISD twice during the same calendar year.

b. If a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, submits a request that meets all of the following requirements:

- Is made directly on behalf of the organization or its clients;
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
- Is accompanied by documentation of its designation by the state, if requested by the ISD.

E. Avenues for Challenge and Appeal

1. **Challenge to Record Denial.** If the ISD fails to respond to a FOIA request or makes a final determination to deny all or a portion of a request, the requesting person may submit an appeal to the ISD's Board of Education or may commence an action in the circuit court for the county in which the public record or one of ISD's offices is located. See Section II.E of these FOIA Procedures and Guidelines for a more detailed explanation of the procedures and timelines for appealing a record denial.

2. **Challenge to Fee.** If the ISD requires a fee that requestor believes exceeds the amount permitted under the FOIA or the ISD's publicly available procedures and guidelines, the requesting person may commence an action in the circuit court for the county in which the public record or one of ISD's offices is located. See Section II.E of these FOIA Procedures and Guidelines for a more detailed explanation of the procedures and timelines for a fee appeal.

II. PROCEDURES & GUIDELINES

A. Requests

1. All "persons," except those persons incarcerated in state or local correctional facilities, are entitled to submit a FOIA request to the ISD. A "person" is defined for purposes of the FOIA to mean "an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity."

2. A FOIA request is a *written* request to inspect, copy, or receive copies of a public record. A request must describe the public record in sufficient detail to enable the ISD to find the requested record. The ISD suggests that requestors use the sample Request Form appended as Attachment A.

3. FOIA requests must be in writing. If, however, a person makes an oral request for information that is available on the ISD's website, and if the employee to whom the request is directed knows that the information is available on the ISD's website, that employee must inform the requesting person that the information is available on the ISD's website.

4. The ISD's FOIA Coordinator is responsible to process requests to inspect, copy, or receive copies of public records. FOIA requests should be sent to the ISD's FOIA Coordinator.

   - FOIA requests can be sent via U.S. Mail to:
     FOIA Coordinator
     1101 Red Drive, Traverse City, MI 49684
   - FOIA requests sent via email should be sent to: nceglarek@tbaisd.org.
   - FOIA requests sent via fax should be faxed to: 231-922-6270.

   If an employee of the ISD receives a written request to inspect, copy, or receive copies of a public record, the employee should promptly forward the request to the ISD's FOIA Coordinator. A requestor is not required to use the ISD's sample Request Form, or to include the word "FOIA" in the request. Therefore, all written requests to inspect, copy, or receive copies of records should be promptly forwarded to the FOIA Coordinator for review.

5. The FOIA Coordinator shall keep a copy of all written requests for public records received by the ISD on file for a period of at least one year.

6. A person may subscribe to future issuances of public records created, issued or disseminated *on a regular basis*, such as notices or agendas of school board meetings. In all other respects, if the requested public record does not exist as of the date requested, the ISD has no obligation under the FOIA to create the requested record or to provide a copy if created at a later date. A subscription is valid for up to 6 months and may be renewed by the subscriber.

7. The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record to the requestor.

B. Responses.

1. Unless otherwise agreed to in writing by the person making the request, the ISD must respond to a written request under the FOIA within 5 business days (excluding weekends and legal holidays) after the ISD receives the request by doing one of the following:

   a. Granting the request;

b. Sending written notice denying the request;

c. Granting the request in part and issuing a written notice denying the request in part; or

d. Issuing a notice extending for not more than 10 business days the period during which the ISD will respond to the request. The ISD shall not issue more than 1 notice of extension for a particular request.

2. If a request is denied in whole or in part, the ISD must include in the written notice of denial an explanation of the basis for the denial and, if applicable, a certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the ISD. A sample Certificate of Non-Existence of Public Record is appended as Attachment B.

   a. Exemptions to disclosure are set forth in Section 13 of the FOIA, MCL 15.243, which is available on the Michigan Legislature's website at www.legislature.mi.gov.

   b. If a public record or information is separated and exempt from disclosure (redacted), the ISD will describe generally the material exempted unless that description would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

3. The trigger date for responding to a FOIA request depends upon the manner in which the request was delivered. A request sent by mail or delivered by hand is received for purposes of the FOIA on the day it arrives at the ISD. A request sent by e-mail, fax, or other electronic means is received for purposes of the FOIA 1 business day after the date on which it was electronically transmitted. If a request is sent by email and is diverted to the ISD spam or junk mail folder, the request is not received until 1 day after the date it is discovered in the spam or junk mail folder. The FOIA Coordinator shall include in the ISD's records both the time that a written request was delivered to its spam or junk-mail folder and the time that the ISD first became aware of that request. The ISD shall review the FOIA Coordinator's spam or junk mail folder at least once every 30 days.

4. If a request is fully granted, the ISD will provide copies of, or an opportunity to inspect, all the public records that were requested, upon payment of the appropriate fee (if any). No pages will be left out, and nothing will be redacted.

5. The ISD will provide reasonable facilities for a requestor to inspect non-exempt public records. The facilities will be available during the ISD's normal business hours. The FOIA Coordinator will establish rules regulating the manner in which records may be inspected to protect the ISD's records from loss, alteration, mutilation, or destruction, or to prevent undue interference with the ISD's normal operations.

6. The FOIA identifies numerous specific exemptions to disclosure. If a request includes information that is exempt from disclosure, the ISD will provide a written response and

list the reason(s) why the record(s) or portions of records will not be disclosed. The ISD will include a link to, or a copy of, these Written Procedures and Guidelines (including the Public Summary and Attachments) with each denial.

7. If a request is partially denied, it means that some records or parts of records will be disclosed, but some records or parts of records will not be disclosed. The ISD will provide copies of, or an opportunity to inspect, the non-exempt records, but exempt information (which may consist of entire documents, pages, or information on a page) may be withheld or redacted. The ISD will include in the written notice of denial-in-part an explanation of the basis for the denial-in-part and, if applicable, a certificate that one or more of the public records does not exist under the name given by the requestor or by another name reasonably known to the ISD. The ISD will include a link to, or copy of, these Written Procedures and Guidelines (including the Public Summary and Attachments) with each denial.

8. Failure of the ISD to respond to a FOIA request within the prescribed timelines constitutes denial of the request. The fee that the ISD is permitted to charge will be reduced by 5% per day, up to a 50% reduction, if the failure to timely respond was willful or intentional, or if the request included language described in the FOIA as readily conveying a FOIA request. (See Section II. D, Fees).

9. The FOIA does not require the ISD to create any records, or to make compilations, summaries, or reports of existing records. If a request seeks records that do not exist, the ISD will certify that no records responsive to the request exist under the name or description provided in the request or another name known to the ISD. (See sample Certificate of Non-Existence of Public Record appended as Attachment B).

10. If a request asks for information that is available on the ISD's website, the ISD will notify the requestor in its response where the records may be found. If a requestor seeks paper copies of information available on the website, the ISD may charge the fees noted below and on the detailed fee itemization form, except that there will be no charge for separating exempt from nonexempt material.

11. In lieu of paper copies, the requestor may stipulate that the ISD provide non-exempt public records on non-paper physical media, by electronic mail, or other electronic means. The ISD is not required to produce non-exempt public records on non-paper physical media if the ISD lacks the technological capability necessary to provide the requested records on the particular non-paper physical media stipulated in the particular instance. The ISD is not required to use non-paper physical media *provided by the requestor* and, to safeguard the ISD's information technology infrastructure, shall not do so.

C. Deposit Requirements

1. Where the ISD estimates that the fee authorized under the FOIA and these FOIA Procedures and Guidelines for responding to a request will exceed Fifty Dollars ($50.00), the ISD may require a good-faith deposit from the requestor before providing the

requested records. A good-faith deposit shall not exceed one-half (½) of the total estimated fee and shall include a detailed itemization of estimated fee amounts. The FOIA Coordinator shall provide the requestor with a detailed itemization of allowable fees estimated to be incurred by the ISD to process the request. The ISD shall include with its request for good-faith deposit a best efforts estimate of the time frame within which the ISD will provide the requested public records. The timeframe estimate is not binding on the ISD, but the estimate will be made in good faith and the ISD will strive to be reasonably accurate.

2. If a requestor previously requested public records from the ISD, and if the ISD made the requested public records available on a timely basis but was not paid in full the total estimated fee for that previous request, the ISD may, to the extent permitted by the FOIA, require a deposit of up to 100% of the estimated fee for the subsequent request(s).

D. Fees

1. A fee shall not be charged for the cost to search, examine, review, and delete/separate/redact exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the ISD. In determining whether such costs are "unreasonably high," the ISD will consider, on a case-by-case basis, the estimated costs given the volume and complexity of the request relative to the usual or typical costs incurred by the ISD in responding to FOIA requests.

2. Fees are calculated using the detailed fee itemization form appended to these Guidelines and Procedures as Attachment C. The ISD charges the following fees:

   a. *Labor costs incurred for searching for, locating, and examining public records.* Labor costs are calculated in 15-minute increments (rounded down) and will not exceed the hourly rate of the lowest-paid employee capable of searching for, locating, and examining the public records. No overtime will be charged unless requested by the requestor, approved by the ISD, and included on the fee itemization form. The hourly rate of the lowest-paid employee capable of searching for, locating, and examining particular records may vary depending upon the nature of the records sought and the corresponding qualifications or authorizations required to search for, locate, or examine the requested record. All charges will be noted on the fee itemization form.

   b. *Labor costs for separating and deleting exempt information from non-exempt information.* Labor costs are calculated in 15-minute increments (rounded down) and will not exceed the hourly rate of the lowest-paid employee capable of separating and deleting material that is exempt from disclosure from information that is non-exempt from disclosure. No overtime will be charged unless requested by the requestor, approved by the ISD, and included on the fee itemization form. The hourly rate of the lowest-paid employee capable of separating and deleting exempt information from non-exempt information may vary depending upon the nature of the records sought and the corresponding qualifications or authorizations required to separate and redact

exempt information from non-exempt information. If the ISD FOIA Coordinator determines on a case-by-case basis that no employee of the ISD is capable of separating and deleting exempt from nonexempt material, the ISD may engage a contracted services provider and charge labor costs. Such labor costs shall be calculated in 15-minute increments (rounded down) and the hourly rate shall not exceed 6 times the state minimum wage. All charges will be noted on the fee itemization form.

c. *Costs for non-paper physical media.* A requestor may stipulate that records be produced on non-paper physical media (e.g., on a flash drive or CD). If the ISD has the technological capabilities to comply with the request for production on non-paper physical media, the ISD may charge the actual and most reasonably economical cost of the requested non-paper physical media and the cost of non-paper physical media shall be included on the fee itemization form.

d. *Actual cost of duplication for paper records.* The ISD will charge the actual cost of duplication (not to exceed 10 cents per sheet) for 8-1/2 by 11-inch sheets of paper or 8-1/2 by 14-inch sheets of paper. The actual cost of duplication will be charged for non-standard-sized sheets of paper and may exceed 10 cents per sheet. The ISD shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

e. *Actual labor costs for duplication or publication.* The ISD's charges for duplication or publication will not exceed the hourly rate of the lowest-paid employee capable of duplicating or publishing the records. The hourly rate of the lowest-paid employee capable of duplicating or publishing records may vary depending on the nature of the records sought. Duplication or publication fees are calculated in fifteen minute increments (rounded down). All charges will be noted on the fee itemization form.

f. *Postal delivery charges.* The ISD may charge the costs of the least expensive form of postal delivery. If a requestor asks for expedited mailing, and if the ISD agrees to provide expedited mailing, the actual costs of the expedited mailing may be charged and must be included on the fee itemization form.

g. *Fringe benefits.* The ISD may add to the labor charges described above the actual cost of the public employee's fringe benefits, up to 50% of the labor costs. Fringe benefits must be noted on the fee itemization form.

h. *Overtime wages.* No overtime will be charged unless requested by the requestor, approved by the ISD, and included on the fee itemization form.

3. Each of the fee components described above must be specifically listed on the fee itemization form. A completed copy of the fee itemization form will be included with the response to the request. A copy of the fee itemization form is appended to these Written Procedures and Guidelines as Attachment C.

4. **Fee Reductions.** If the FOIA Coordinator does not respond to a written request within the timeframes required by the FOIA, the ISD will reduce the charges for labor costs otherwise permitted under the FOIA and these Procedure and Guidelines by 5% for each day the ISD exceeds the time permitted for a response to the request, up to a maximum 50% reduction, if either of the following applies:

   - The late response was willful and intentional.

   - The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

   If a fee reduction is required, the ISD will fully note the fee reduction on the detailed itemization of fees (Attachment C).

5. **Payment.** The FOIA Coordinator will require that payment be made in full for the allowable fees before the requested records are made available.

6. **Fee Waivers.** A search for a public record may be conducted, or copies of public records may be furnished, without charge or at a reduced charge if the ISD determines, in its discretion, that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

7. **Discounts**. Under the following circumstances, a public record search shall be made by the ISD and a copy of a non-exempt public record shall be furnished without charge for the first $20.00 of the fee:

   a. If an individual who is entitled to information under the FOIA:

      - submits an affidavit stating that the individual is receiving specific public assistance or is unable to pay the fee because of indigence and stating that the individual is not making the request in conjunction with outside parties in exchange for payment or other remuneration; and

      - that individual has not previously received discounted copies of public records from the ISD twice during the same calendar year.

   b. If a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for

Individuals with Mental Illness Act, Public Law 99-319, or their successors, submits a request that meets all of the following requirements:

- Is made directly on behalf of the organization or its clients;
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
- Is accompanied by documentation of its designation by the state, if requested by the ISD.

E. Appeals

A requestor may appeal any denial of records or any fee charged for public records.

1. **Challenge to Record Denial.** If the ISD denies a request for records, the requestor may either:

   - Appeal to the ISD's Board of Education; or
   - Commence an action in the circuit court in Grand Traverse county within 180 days of the denial.

   a. If the requestor appeals to the Board of Education, the appeal must specifically state the word "appeal" and state the reason(s) that the denial should be reversed. The following rules apply to record denial appeals to the board of education:

      i. An appeal is not "received" until the first regularly scheduled board meeting after the appeal is submitted.

      ii. Within 10 business days after receiving the appeal, the Board of Education will do one of the following:

         A. Reverse the denial;

         B. Issue written notice upholding the denial;

         C. Reverse the denial in part and issue written notice upholding the denial, in part; or

         D. Issue written notice extending the time for response by not more than 10 business days.

      iii. If the Board of Education fails to respond in a timely manner to the written appeal, or upholds all or a portion of the disclosure denial that is the subject of

the written appeal, the requestor may seek judicial review by commencing a civil action in circuit court.

b. A requestor is not required to submit an appeal to the Board of Education before commencing a civil action in circuit court to challenge a disclosure denial. If a circuit court determines that the requested record is not exempt from disclosure, the court will order the ISD to cease withholding or to produce all or a portion of the public record determined to have been wrongfully withheld. If the court determines that a disclosure denial was arbitrary and capricious, willful and intentional, or made in bad faith, the court will order that the ISD pay a civil fine to the state and punitive damages to the requestor. If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record *prevails* in an action commenced in the circuit court, the court shall also require that the ISD pay the requestor's reasonable attorneys' fees, costs, and disbursements. If the requestor or the ISD *prevails in part*, the court may, in its discretion, award the ISD all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

2. **Challenge to Fee.** If the ISD requires a fee (defined to include a deposit) that requestor believes exceeds the amount permitted under the FOIA or these publicly available Procedures and Guidelines, the requesting person may, within 45 days after receiving notice of the required fee, commence an action in the circuit court for the county in which the public record or one of ISD's offices is located.

   a. If a court determines that the fee exceeds the amount permitted under the FOIA or these Procedures and Guidelines, the court will reduce the fee to the permissible amount (if any).

   b. If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

   c. If the court determines that the ISD arbitrarily and capriciously violated FOIA by charging an excessive fee, or acted in bad faith, the court will order that the ISD pay a civil fine to the state and punitive damages to the requestor.

F. Questions

Any questions about these Written Procedures and Guidelines should be directed to the ISD's FOIA Coordinator.

G. Attachments

1. Sample FOIA Request Form

2. Sample Certificate of Non-Existence of Public Record

3. Standard Form for Detailed Itemization of Fee Amounts

ATTACHMENT A
SAMPLE FOIA REQUEST FORM

November 16, 2015

[FOIA COORDINATOR NAME]
[FOIA COORDINATOR ADDRESS]

Re: Freedom of Information Act Request

Dear FOIA Coordinator:

I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.*, *[to inspect][to copy][to obtain copies of]* the following public records:

[*INSERT DESCRIPTION OF RECORDS SOUGHT*]

OPTIONAL: Please provide a copy of the requested public records on [*INSERT DESCRIPTION OF DESIRED NON-PAPER PHYSICAL MEDIUM, SUCH AS CD, FLASHDRIVE*].

OPTIONAL: Please waive or reduce the fee to search for or furnish copies of the requested public records on grounds that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

OPTIONAL: Please furnished the requested records without charge for the first $20.00 of the fee because (A) I am receiving public assistance [*INSERT SPECIFIC DESCRIPTION*] or am unable to pay the fee because of indigence; (B) I am not making this request in conjunction with outside parties in exchange for payment or other remuneration; and (C) I have not previously received discounted copies of public records from the [*DISTRICT][ISD][ACADEMY*] twice during this same calendar year.

OPTIONAL: Please furnished the requested records without charge for the first $20.00 of the fee because (A) this request is made directly on behalf of a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, or on behalf of its clients; (B) this request is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and(C) this request is accompanied by documentation of designation by the state.

OPTIONAL: I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.* to subscribe for up to six months to the following future issuances of public records created, issued, or disseminated by [DISTRICT*][ISD][ACADEMY*] *on a regular basis:* [INSERT SPECIFIC DESCRIPTION].

Please contact me if you have any questions.

Sincerely,
[REQUESTOR NAME]
[REQUESTOR ADDRESS]
[REQUESTOR EMAIL]
[REQUESTOR PHONE NUMBER]

ATTACHMENT B
SAMPLE CERTIFICATE OF NON-EXISTENCE OF PUBLIC RECORD

November 16, 2015

[REQUESTOR'S NAME]
REQUESTOR'S ADDRESS]

Re: Freedom of Information Act Request Dated _____, 20__

Dear Mr./Ms. _____:

The [NAME OF PUBLIC BODY] is in receipt of your letter dated _____, 20__, regarding a request under the Michigan Freedom of Information Act ("FOIA"). Your letter was received on [INSERT STATUTORY RECEIPT DATE]. You requested [INSERT DESCRIPTION OF RECORDS SOUGHT].

I hereby certify, pursuant to Section 5(4)(b) of the FOIA, that your FOIA request is denied because, to the best of my knowledge, information and belief, no public records exist as of [INSERT STATUTORY RECEIPT DATE], under the name(s) set forth in your request as detailed below, nor under another name reasonably known to the ISD. MCL 15.235(4)(b).

RIGHT TO APPEAL DISCLOSURE DENIAL
AND RECOVER ATTORNEYS FEES AND COSTS

If a public body makes a final determination to deny all or a portion of a FOIA request, the requesting person may do one of the following at his or her option:

(1) Submit to the "head of the public body (the School Board) a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

(2) Commence an action in the circuit court to compel the public body's disclosure of the public records.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under section 10 of the FOIA, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages that kept or maintained the public record as part of its public function.

If the circuit court determines in an action commenced under section 10 of the FOIA that the ISD arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing or providing copies of a public record, or that the ISD willfully and intentionally failed to comply with the FOIA or otherwise acted in bad faith, the court shall award, in addition to any actual or compensatory damages, punitive damages as prescribed in the FOIA to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

A full explanation of your right to seek either appeal or judicial review is set forth in Section 10 of the FOIA, MCL 15.240.

A copy of the ISD's FOIA Procedures and Guidelines is available on the ISD's website at [INSERT LINK].
Respectfully,
[INSERT NAME]
FOIA Coordinator
Traverse Bay Area Intermediate School District

Attachment C:
Traverse Bay Area Intermediate School District
FOIA DETAILED ITEMIZATION FEE AMOUNTS FORM

Requestor's Name _____ Date on Request _____
□Hand-Delivered □U.S. Mail □E-mail □Fax □Other _____ Date Received[1] _____

_____ Estimated Fee -or- _____ Actual Fee

Record available on website but copy nonetheless requested: □Yes □No

Labor Costs					
Item Description[2]	**Hourly Rate[3]**	**Fringe Benefit %[4]**	**Overtime Rate[5]**	**No. of 15 minute increments[6]**	**Total Charge**
Searching/Locating/ Examining Records	Employee Hourly wage[7] _____ x	1._____+/=	$_____=	$ _____/ 4 = $_____ x _____ (increments) =	$_____
Separating and Deleting Exempt from Nonexempt Information/Records	□ Employee Hourly wage_____ x OR □ Contracted Labor Costs _____ x (Not to exceed 6x State minimum wage)	1._____+/=	$_____=	$ _____ / 4 = $_____ x _____ (increments) = $ _____ / 4 = $_____ x _____ (increments) =	$_____ $_____
Duplicating or Publishing Records[8]	Employee Hourly wage _____ x	1._____+/=	$_____=	$ _____ / 4 = $_____ x _____ (increments) =	$_____
Name of person or firm engaged under contract to separate and delete exempt from nonexempt information/records, if applicable: _____				**Subtotal Labor Costs = $____**	

Copying Cost for Paper Copies[9]

Letter (8½" x 11") paper at $0.__ each[10]	**Legal (8½"x 14") paper at $0.__ each**	**Size _____ paper at $0.___each**	**Size _____ paper at $0.__each**	**Total Charge**
No. of Sheets ____ x $0.___= $_____	No. of Sheets ____ x $0.___= $_____	No. of Sheets ____ x $0.___= $_____	No. of Sheets ____ x $0.___= $_____	$_____

Postal Delivery Charges

Cost of Packaging	**Postage Cost**	**Cost of Delivery Confirmation**	**Special Shipping Cost**	**Insurance Cost**	**Overnight/ Special Request**	**Total Charge**
$_____	$_____	$_____	$_____	$_____	□Yes □No Cost $_____	$_____

Non-Paper Physical Media

USB Flash Drives	**Computer Discs**	**Other Digital Media _____**	**Other/ Special Requested?**	**Total Charge**
$ ___ x number used ____ = $ _____	$ ___ x number used ____ = $ _____	$ ___ x number used _____ = $_____	□Yes □No Cost $_____	$_____

Discounts Qualified for $20 Discount? □ Yes □ No. If yes, subtract $20.00. □ Indigence (maximum of 2 discounts per calendar year) □ State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts) Qualified for Waiver or Reduction as primary and benefiting the general public? □Yes □No. If yes, insert amount of waiver or reduction. $_____	**($_____)**
	TOTAL FEE = $_____

If estimated fee is over $50.00, the ISD shall charge a good faith deposit of 50 % of the estimated fee.	Amount of Deposit $_____	Estimated Date Available _____	Paid? □Yes □No
If a good faith deposit is paid, subtract the amount of the good-faith deposit received.			($_____)
Reduction for untimely response by ISD? □Yes □No If yes, subtract 5% of labor costs x _____ days late [up to a maximum 50% reduction of labor costs] = _____ reduction. Diverted to Spam/Junk Mail? □Yes □No. If yes, indicate date and time *delivered to* Spam/Junk Mail [_____, 20__ at ___am/pm] and date and time *discovered in* Spam/Junk Mail [_____20___ at ____ am/pm].[11]			($_____)
			TOTAL DUE= $_____

[1]A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the ISD. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. (See n. 11)

[2] A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from nonexempt information unless failure to charge would result in unnecessarily high costs to the ISD.

[3] The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

[4] The ISD will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the ISD website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the ISD charge more than the actual cost of fringe benefits.

[5] Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the ISD.

[6] In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 8 for exception.) Divide the resulting hourly wage(s) by four to determine the charge per 15 minute increment.

[7] If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

[8] Labor costs for duplicating or publishing records may be estimated and charged in time increments of the ISD choosing, with all partial time increments rounded down. The ISD has determined to charge labor costs for duplicating or publishing records in 15 minute increments.

[9] The ISD shall utilize the most economical means available for making copies, including using double-sided printing.

[10] The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" or "8½ x 14" sheets of paper.

[11]If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.