

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES**

8310 – PUBLIC RECORDS

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. The Washtenaw Intermediate School District (“WISD”) has established the following Procedures and Guidelines effective July 1, 2015. These Procedures and Guidelines are available on the WISD’s website at: *www.washtenawisd.org*. This link will be referenced in each FOIA response. Paper copies of these Procedures and Guidelines are available upon request by a visitor at the WISD’s Central Office, located at:

*1819 S. Wagner Rd.
Ann Arbor, Michigan 48103*

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 WISD’s FOIA Coordinator.

- FOIA requests can be sent via U.S. Mail to:
*WISD
Attn: Emma Jackson, Communications Specialist
1819 S. Wagner Rd., P.O. Box 1406
Ann Arbor, Michigan 48106-1406*

- FOIA requests sent via email should be sent to:
Ejackson@washtenawisd.org

- FOIA requests sent via fax should be faxed to:
(734)994-1629

A request must describe the public record in sufficient detail to enable the WISD to find the requested record. A sample Request Form is at the end of this Administrative Guideline as **Attachment A**.

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

In lieu of paper copies, the requestor may stipulate that the WISD provide non-exempt public records on non-paper physical media, electronically mailed, or otherwise electronically provided. The WISD is not required to produce non-exempt public records on non-paper physical media if the WISD lacks the technological capability necessary to provide the requested records on the particular non-paper physical media stipulated in the particular instance. The WISD is not required to use non-paper

physical media provided by the requestor; in order to safeguard the WISD's information technology infrastructure, the WISD shall not do so.

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

B. Explanation of Written Responses

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

The WISD 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 ten (10) business days the period during which the WISD will respond to the request. The WISD shall not issue more than 1 notice of extension for a particular request.

If a requestor asks for information that is available on the WISD's website, the WISD will notify the requestor in its response where the records may be found on its website. Paper copies of public records available on the WISD'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 WISD will provide reasonable facilities for a requestor to inspect non-exempt public records. The facilities will be available during the WISD's normal business hours. The FOIA Coordinator will establish rules regulating the manner in which records may be inspected to protect the WISD's records from loss, alteration, mutilation, or destruction, or to prevent undue interference with the WISD's normal operations.

If a request is denied in whole or in part, the WISD 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 WISD. A sample Certificate of Non-Existence of Public Record is at the end of this Administrative Guideline as **Attachment B**.

If a public record or information is separated and exempt from disclosure (redacted), the WISD 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 WISD 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 WISD shall 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 WISD to process the request. The WISD will include with its request for good-faith deposit a best efforts estimate of the time frame within which the WISD will provide the requested public records. The timeframe estimate

is not binding on the WISD but will be made in good faith and the WISD will strive to be reasonably accurate.

If a requestor previously requested public records from the WISD, and if the WISD 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 WISD 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 WISD to charge six (6) 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 WISD has the technological capability to comply; and
- (f) actual costs of postal delivery.

For more detailed information about the WISD's fee calculations, including fee reductions for untimely responses, see Section II(D) of the Procedures and Guidelines and **Attachment C**. 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 WISD 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 WISD 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 WISD 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 WISD.

E. Challenge and Appeal

1. **Challenge to Record Denial.** If the WISD 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 WISD'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 WISD requires a fee that requestor believes exceeds the amount permitted under the FOIA or the WISD'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 the WISD office is located.

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 WISD. 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 WISD to find the requested record. The WISD suggests that requestors use the sample Request Form - **Attachment A**.
3. FOIA requests must be in writing. If, however, a person makes an oral request for information that is available on the WISD's website, and if the employee to whom the request is directed knows that the information is available on the WISD's website, that employee must inform the requesting person that the information is available on the WISD's website.
4. The WISD's FOIA Coordinator is responsible to process requests to inspect, copy, or receive copies of public records. If an employee of the WISD receives a written request to inspect, copy, or receive copies of a public record, the employee should promptly forward the request to the WISD's FOIA Coordinator. A requestor is not required to use the WISD'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. A written request to inspect, copy, or review a public record should be submitted to the WISD's FOIA Coordinator.
 - FOIA requests can be sent via U.S. Mail to:

WISD
Attn: Emma Jackson, Communications Specialist
1819 S. Wagner Rd.
Ann Arbor, Michigan 48106-1406

- FOIA requests sent via email should be sent to:
Ejackson@washtenawisd.org
 - FOIA requests sent via fax should be faxed to:
(734)994-2203
6. The FOIA Coordinator shall keep a copy of all written requests for public records received by the WISD on file for a period of at least one year. A person may subscribe to future issuances of public records created, issued, or disseminated by the WISD *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).

B. Responses.

1. Unless otherwise agreed to in writing by the person making the request, the WISD must respond to a written request under the FOIA within five (5) business days (excluding weekends and legal holidays) after the WISD 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 ten (10) business days the period during which the WISD will respond to the request. The WISD shall not issue more than one notice of extension for a particular request.
2. If a request is denied in whole or in part, the WISD 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 WISD. 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 WISD 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 WISD. A request sent by e-mail, fax, or other electronic means is received for purposes of the FOIA *one 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 *one day after the date it is discovered* in the spam or junk mail folder. The FOIA Coordinator shall include in the WISD's records both the time that a written request was delivered to its spam or junk-mail folder and the time that the WISD first became aware of that request.

4. The FOIA Coordinator shall review his or her spam/junk mail folder at least once every thirty (30) days.
5. If a request is fully granted, the WISD 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.
6. The WISD will provide reasonable facilities for a requestor to inspect non-exempt public records. The facilities will be available during the WISD's normal business hours. The FOIA Coordinator will establish rules regulating the manner in which records may be inspected to protect the WISD's records from loss, alteration, mutilation, or destruction, or to prevent undue interference with the WISD's normal operations.
7. The FOIA identifies numerous specific exemptions to disclosure. If a request includes information that is exempt from disclosure, the WISD will provide a written response and list the reason(s) why the record(s) or portions of records will not be disclosed. The WISD will include a link to the Written Procedures and Guidelines with each denial.
8. 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 WISD 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 WISD 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 WISD.
9. Failure of the WISD to respond to a FOIA request within the prescribed timelines constitutes denial of the request. The fee that the WISD 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)).
10. The FOIA does not require the WISD to create any records, or to make compilations, summaries, or reports of existing records. If a request seeks records that do not exist, the WISD 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 WISD.
11. If a request asks for information that is available on the WISD's website, the WISD 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 WISD 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.

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

C. Deposit Requirements

1. Where the WISD 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 WISD shall 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.
2. The FOIA Coordinator shall provide the requestor with a detailed itemization of allowable fees estimated to be incurred by the WISD to process the request. The WISD shall include with its request for good-faith deposit a best efforts estimate of the time frame within which the WISD will provide the requested public records. The timeframe estimate is not binding on the WISD, but the estimate will be made in good faith and the WISD will strive to be reasonably accurate.
3. If a requestor previously requested public records from the WISD, and if the WISD 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 WISD 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 WISD. In determining whether such costs are "unreasonably high," the WISD 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 WISD in responding to FOIA requests.
2. Fees are calculated using the detailed fee itemization form appended as **Attachment C**. The WISD 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 WISD, 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 WISD, 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 WISD FOIA Coordinator determines on a case-by-case basis that no employee of the WISD is capable of separating and deleting exempt from nonexempt material, the WISD 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 six (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 WISD has the technological capabilities to comply with the request for production on non-paper physical media, the WISD 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 WISD 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 ten (10) cents per sheet. The WISD 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 WISD'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 (15) minute increments (rounded down). All charges will be noted on the fee itemization form.
- f. *Postal delivery charges.* The WISD may charge the costs of the least expensive form of postal delivery. If a requestor asks for expedited mailing, and if the WISD 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 WISD 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 WISD, 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 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 WISD will reduce the charges for labor costs otherwise permitted under the FOIA and these Procedure and Guidelines by 5% for each day the WISD 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 WISD will fully note the fee reduction on the detailed itemization of fees.

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 WISD 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 WISD 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
 - has not previously received discounted copies of public records from the WISD 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 WISD.

E. Appeals

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

1. **Challenge to Record Denial.** If the WISD denies a request for records, the requestor may either:
 - Appeal to the WISD's Board of Education; or
 - Commence an action in the circuit court in Washtenaw 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 ten (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 ten (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 WISD 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 WISD 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 WISD pay the requestor's reasonable attorneys' fees, costs, and disbursements. If the requestor or the WISD *prevails in part*, the court may, in its discretion, award the WISD all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.
2. **Challenge to Fee.** If the WISD 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 forty-five (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 WISD'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 WISD arbitrarily and capriciously violated FOIA by charging an excessive fee, or acted in bad faith, the court will order that the WISD 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 WISD'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**

[DATE:]

WISD

Attn: Emma Jackson, Communications Specialist / FOIA Coordinator
1819 S. Wagner Rd.
Ann Arbor, Michigan 48106-1406

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 [WISD] 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 the [WISD] 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

[DATE]
[REQUESTOR'S NAME]
[REQUESTOR'S ADDRESS]

Re: Freedom of Information Act Request Dated _____, 20__
Dear Mr./Ms. _____:

The WISD 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 WISD. 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 commence an action in the circuit court in which the WISD is located 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 WISD arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing or providing copies of a public record, or that the WISD 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 WISD's FOIA Procedures and Guidelines is available on the ISD's website at www.washtenawisd.org.

Very truly yours,

By: _____

Emma Jackson
FOIA Coordinator, WISD

ATTACHMENT C
Standard Form for Detailed Itemization of Fee Amounts

The WISD may use *the Standard Form for Detailed Itemization of Fee Amounts* after it is created by the Michigan Department of Technology, Management, and Budget pursuant to MCL 15.234(4). In the interim, the WISD is using the form appended as **Attachment D**.

ATTACHMENT D

**Freedom of Information Act Request
Invoice**

Date:

To:

In compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests:

Copying (per copy cost):

Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

	No. of pages:	Total Cost
Letter (single-sided): <u>.10</u> cents per page	x _____	=\$ _____
Letter (double-sided): <u> </u> cents per page	x _____	=\$ _____
Legal (single-sided): <u> </u> cents per page	x _____	=\$ _____
Legal (double-sided): <u> </u> cents per page	x _____	=\$ _____
Other: _____: <u> </u> cents per page	x _____	=\$ _____

Labor Cost for Copying (hourly wage):

Hourly Wage Charged: \$[] No. of minutes: [15 min increments] =\$

Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage):

Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the District; specifically:

Hourly Wage Charged: _____ No. of minutes: =\$

Actual Mailing Cost:

	No. of envelopes	
Regular Envelope: <u> </u> cents	x _____	=\$ _____
9 x 12 Envelope: <u> </u> cents	x _____	=\$ _____
10 x 13 Envelope: <u> </u> cents	x _____	=\$ _____
Other: _____: <u> </u> cents	x _____	=\$ _____

Actual Postage

Postage:		
\$ _____ per stamp	x _____	=\$ _____
\$ _____ per pound	x _____	=\$ _____
\$ _____ per package	x _____	=\$ _____

SubTotal =\$ _____

Proof or Affidavit of Indigence Submitted Subtract \$20.00 =\$ _____

Cost =\$ _____

If Estimated Cost Exceeds \$50.00, Good Faith Deposit of 50%
Required Before Request Will Be Processed

Date Paid: ____ = \$ ____
Rec'd by: ____

Request Will Be Processed But Balance Must Be Paid Before
Copies May Be Picked Up, Delivered, or Mailed

Date Paid: ____ = \$ ____
Rec'd by: ____

Please make check payable to the WISD. Please include copy of invoice with your check. Payment must be received by the Business Office within 30 days of the date of the invoice.