

Pine River Area Schools

8310—Administrative Guidelines, Freedom of Information Act; requests

Summary of Policy 8310, Public Records & Request for information from the District under the Freedom of Information Act

The Superintendent or his/her designee shall act as the District Coordinator.

Routine Inquiries

Routine day-to-day inquiries to the District or school for information shall be handled appropriately by District staff. The procedures under this rule shall apply to requests made under the Michigan Freedom of Information Act.

Requests

Requests to inspect or copy public records or have copies of public records prepared, must be made via district's written Form 8310 F1, or in writing (including FAX or e-mail), with name and signature or requester to:

Ms. Dawn Sizeland, Administrative Assistant to Superintendent
Pine River Area Schools
17445 Pine River Road
LeRoy, MI 49655

for the requested record(s), and shall sufficiently describe the record to enable the coordinator to identify and locate the record. Separate requests shall be made for each record desired. The superintendent or his/her designee shall file all such requests and their dispositions in his/her office and make such reports as are requested by the Board. Filed requests shall be held for a period of at least one year.

Denials

The coordinator shall examine each request to determine whether the record requested is exempt from disclosure under the Michigan Freedom of Information Act. If the coordinator determines that the record is exempt from disclosure, he/she shall issue a written denial of the request after consultation with the Superintendent. Such a denial shall be made within five days of receipt of the request or as otherwise provided by law, and shall include the reason(s) for the denial and the procedures for appeal of the decision to deny the request.

Should the requested record(s) be classified as exempt but contain information, which is not exempt from disclosure, the coordinator shall delete the exempt material and release the remaining information for inspection or copying.

Delays

If the nature of the request requires additional time to access the records or to make a determination on whether the request will be granted, the coordinator shall give written notice to the person making the request extending the period of response. Such an extension shall be for a maximum of ten business days in accordance with the law.

Appeals

If a request to inspect or copy a record is denied by the Coordinator, the person requesting access may appeal the decision within the District by submitting the appeal in writing to the Superintendent. The Superintendent has 10 business days to respond to the appeal. Under unusual circumstances, an additional 10 business days may be taken. A person also has the right to commence an action in circuit court to compel disclosure of public records. The suit must be filed within 180 days after the public body's final decision to deny a request.

Fees

Fees for responding to a request shall be assessed as follows:

- a) Photocopying charges of seven cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources, including flash drives or cd when possible to replicate doing so;
- b) Actual mailing costs;
- c) Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request;
- d) Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50, the coordinator shall require a good faith deposit of one-half of the estimated fee before processing the request.