

Mason-Lake Conservation District

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees. The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the District's FOIA Procedures and Guidelines relevant to the general public. This is only a summary of the District's FOIA Procedures and Guidelines. For more details and information, copies of the District's FOIA Procedures and Guidelines are available at no charge at the District office and on the District's website: www.mason-lakeconservation.org.

1. Requesting a public record

- a. Anyone may request public information in writing via postal mail, via email, or in-person, to be transposed into a written request by the District
- b. Any request must include the name, postal address, and telephone number or email of the requesting party
- c. The request may be made using a form provided by the District in office or at www.mason-lakeconservation.org, but this is not required

2. How a request is processed

- a. A request for a public record must be responded to within 5 business days
- b. If a request for a public record is received by email, the request is deemed to have been received on the following business day.
- c. The District may respond in the following ways to a request:
 - i. Granting the request.
 - ii. Issuing a written notice to the requestor denying the request.
 - iii. Granting the request in part and issuing a written notice to the requestor denying the request in part.
 - iv. Issuing a notice of a 10 business day extension. If this extension is taken, then by the end of the 10 business days, the request must be responded to with one of the first three choices above.

3. Fees and Billing

The Michigan FOIA statute permits the District to charge for the following costs associated with processing a request:

- a. Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- b. Labor costs associated with searching for, locating and examining a requested public record.

- c. Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- d. The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the District's website if the person requesting information asks for the District to make copies. Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. The District will provide records using double-sided printing, if it is cost-saving and available.
- e. The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the District's website if you ask for the District to make copies. Digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- f. The cost to mail or send a public record to a requestor, utilizing the actual cost to mail public records using a reasonably economical and justified means. The District may charge for the least expensive form of postal delivery confirmation. No cost will be made for expedited shipping or insurance unless specified by the requestor.

The FOIA Coordinator will use a standardized form to estimate costs and/or waivers where applicable and provide to the person requesting information.

4. Appeals

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, or that an excessive fee has been assessed, he or she may appeal to the District Board of Directors by filing an appeal of the denial or fee with the District Manager, Mason-Lake Conservation District, 655 N. Scottville Rd., Scottville, MI 49454.

- a. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the action. The District Board of Directors is not considered to have received a written appeal until the first regularly scheduled Board of Directors meeting following submission of the written appeal.