

Lee Township

Written Public Summary of the Township's Freedom of Information Act (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.**

Effective July 1, 2015: Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of Fredonia Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge on the Township's website: www.leetwpcc.com.

A. How to submit a written FOIA request to the Township:

- Requests must include name, phone number, and mailing address of the requestor.
- A request must sufficiently describe a public record so as to enable the Township to find it.
- The Township's FOIA Request Form is available on the Township's website at the Township Hall and on the Township website at www.leetwpcc.com.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form by email or mail to:

Email: Clerk@leetwpcc.com

Mail: Lee Township Clerk
FOIA REQUEST
23045 21 Mile Road
Olivet, MI 49076

- To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

B. Understanding the Township's written responses to FOIA requests:

The Township has several options when responding to written requests for public records:

- 1) It can grant the FOIA request,
- 2) deny the request,
- 3) grant it in part and deny it in part,
- 4) or take one 10 business day extension. After 10 business days pass, the Township has to respond with one of the other options.
- 5) Issue a written notice indicating that the public record requested is available at no charge on the Township's website

If the request is granted or granted in part and denied in part, the Township can also charge a fee to process the request. Fees are calculated using its procedures and guidelines and you will receive a detailed

itemization of the fee. The Township may require you to pay a good-faith deposit before it processes your request. After you pay any deposit and final balance due, the Township will produce records in its possession that fall within the scope of your request and that legally may be disclosed to the public. The Township may also notify you that some of the records you have requested are available on its website.

If the request is denied, the Township will inform you of the basis for the denial in a written notice. Reasons the Township may deny a request include:

1. You did not describe the records you have requested well enough and the Township cannot determine what you are asking for;
2. The Township has determined that it does not have records that respond to your request in its possession; or
3. The records you have requested are exempt from Public disclosure.

If all or part of your request is denied, the Township will inform you of your right to appeal its denial to the Supervisor of the Township and/or to file a lawsuit against the Township in its written response.

C. Deposit requirements:

If the Township estimates a fee to process a FOIA request greater than \$50.00, the Township will require a good-faith deposit from you before processing the request. The deposit shall not exceed half of the total estimated fee. Any written notice containing a request for a deposit shall also contain a best efforts estimate by the Township regarding the time frame, after a deposit is received, that it will take the Township to provide the public records to you. The time frame estimate is not binding upon the Township, but the Township shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under Section 1 of the FOIA, MCL 15.231 and the nature of the request in the particular instance.

D. Fee calculations:

The FOIA permits the Township to charge a fee to process FOIA requests using a form to give you a detailed itemization of the costs involved. The Township may charge for the following costs:

- 1) The costs of labor for the search, location and examination of public records;
- 2) The costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
- 3) The cost of non-paper physical media;
- 4) The cost of duplication or publication of public records;
- 5) The cost of labor for the duplication or publication of public records;
- 6) The actual cost of mailing public records.

E. Avenues for challenge and appeal:

If the Township charges a fee or denies all or part of a request, you may submit to the Supervisor of the Township a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the FOIA Coordinator.