

## Disclosure of Public Records – FOIA Requests

In accordance with the Michigan Freedom of Information Act, a public body may make reasonable rules to permit inspection, examination and copying of public records by the general public. To facilitate implementation of the Act, the following policy is adopted by the Board of Education of Dansville Schools.

The Superintendent of Schools or designee serves as the Freedom of Information Officer for Dansville Schools and is responsible for ensuring compliance with the Freedom of Information Act and responding to requests for information.

1. All requests for information shall be forwarded to the Freedom of Information Officer upon receipt.
2. The Freedom of Information Officer shall determine whether the information requested is a public record subject to disclosure.
  - 2.1 The school district is not required to compile or summarize public records.
  - 2.2 The school district will comply with laws and policies regarding dissemination of directory information. Information designated as “directory information” may be disclosed. However, PA 437 (2002) of the Freedom of Information Act requires school districts to exempt directory information from disclosure that is requested for the purpose of surveys, marketing, or solicitation, unless the district determines the use is consistent with the educational mission of the schools.
  - 2.3 A requestor may be required to sign an affidavit stating that directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.
3. Within five (5) business days of the receipt of the request for information, the Freedom of Information Officer shall respond in writing to the request by: (1) granting the request; (2) denying the request in whole or in part because the records are exempt from disclosure or do not exist in the form of a public record or (3) inform the requestor that unusual circumstances exist, such as a review of voluminous materials, so as to require a ten (10) business day extension to respond to the request. No more than one ten-day extension shall be sought.
4. If the request has been denied in whole or in part, the Freedom of Information Officer shall provide notification of the right to seek judicial review of the denial.
5. A requestor shall be required to reimburse the school district for the costs incurred in granting the Freedom of Information Act request. Reimbursement shall include costs for a public record search, the necessary copying of a public record for inspection and for providing a copy of a public record. Reimbursement shall be limited to actual mailing costs, cost of copying at 25 cents per page, and to the cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information. In calculating the cost of labor incurred in duplication and mailing and the cost of examination, review, separation, and deletion, the school district will not charge more than the hourly wage of the lowest paid school district

employee capable of retrieving the information. A requestor will not be charged when the cost is less than \$20.

6. A good faith deposit of a maximum of Fifty Dollars (\$50), but not more than one-half the total fee, may be required from the requestor at the time the request is made. When the estimated cost exceeds \$50, the requestor will be contacted to indicate whether they wish the district to proceed with responding to the FOIA request.
7. The Freedom of Information Officer shall, upon request, establish a time, place and manner for the requestor to inspect and examine public records. The time for inspection and examination of such records shall be during the usual business hours of the school district.
8. The board will provide for indigent requests as provided by law.

**REFERENCE:**

Freedom of Information Act as amended  
No Child Left Behind Act 2002

Policy

Adopted: 01-16-06