

SUBJECT: **STATEMENT OF POLICY AND PROCEDURES**
GOVERNING FREEDOM OF INFORMATION ACT
REQUESTS

Supersedes:

Effective: September _____, 2008

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Approved by: Detroit Board of Education

1.0 Policy

The School District of the City of Detroit (the “District”) has established a district objective of maintaining a high degree of community confidence. The District’s policy is to provide full and complete information regarding its affairs. Consistent with this policy, the District complies with all Freedom of Information Act (the “Act”) requests as governed by the Act, Public Act 427 of the Public Acts of 1976, MCL 15.234(3).

AUTHORITY

The policy herein is established by the District in compliance with the Act.

FORM OF REQUESTS AND PROCEDURES

To facilitate processing and to ensure consistency, the District has designated a centralized location for the submission of Freedom of Information Act requests. All requests to the District shall be forwarded directly to the:

Office of the Secretary of the Board
3031 West Grand Boulevard
Suite 485
Detroit, Michigan 48202
Attention: Board Secretary

The District, upon receipt of a FOIA request, shall endeavor to respond to the request immediately. The District has 5 days to respond to the request, and, in some circumstances, notice will be given extending the time period of response to 15 days. Procedures involved in processing requests under the Act commence at the point the request is received by the Secretary of the Board.

Considering the large volume of daily correspondence routinely received by the District, requests should be clearly identified as a “Freedom of Information Act Request”, to ensure expeditious processing.

When making a request, please note that while oral and/or written requests are permissible under Section 3 of the Act, the District recommends that oral requests be confirmed in writing so that the public record is described sufficiently to enable the District to find the public record.

Requesters should bear in mind the Act:

It is intended to ensure that interested parties may exercise their rights to access existing public records;

Includes stipulations and restrictions which exclude and exempt certain records from its provisions; and

Does not require that the district generates non-existing reports, materials, or prepare special and/or non-routine analysis.

ESTIMATED AND ACTUAL COST

General Statement

The District receives a significant volume of requests for information under the provisions of the Act. The District may charge a fee for providing a copy of a public record pursuant to the Act.

Accordingly, Board policy is to access all costs permitted by Section 4 of the Act for each information request received by the District. Specific exclusions will be made only as provided by *Section 4(1)* of the Act (The first \$20.00 of cost for recipients of Public Assistance).

Commensurate with the Act, assessed costs will include:

1. Actual mailing costs
2. Actual incremental cost of duplication and/or publication,
3. Actual incremental cost of labor, including:

The cost of search

The cost of examination

The actual cost of review

And if applicable, the actual cost of the deletion and separation of exempt from non-exempt information as provided in *Section 14* of the Act.

Individuals receiving public assistance and requesting a waiver of the first \$20.00 of the fee must submit an affidavit stating that the individual is receiving public assistance or stating facts demonstrating the inability to pay due to indigence. The waiver will be granted to eligible individuals upon verification of indigence or public assistance status.

Attachments to Policy 3.30: None

See also: None

Legal References: Freedom of Information Act Public Act 427 of the Public Acts of
1976
MCLA § 15.234(3)

Labor Contract References: None