

WRITTEN PROCEDURES AND GUIDELINES FOR SUBMITTING FOIA (FREEDOM OF INFORMATION ACT) REQUESTS OWOSSO PUBLIC SCHOOLS

The following are the written procedures and guideline for submitting FOIA requests to the school district. These written procedures are intended to provide guidance to the public on the procedure by which a FOIA request can be made however, if there is any area where this document may be construed to violate the law or the Board of Education policy #8310 governing FOIA, the Board policy and/or law will prevail:

PROCEDURE FOR REQUESTING INFORMATION UNDER FOIA

1. **Submission of FOIA requests** should be in writing and submitted to the Office of the Superintendent. All requests should be **clearly indicated as a “FOIA request”**, include the name, address and phone number of the requestor, and a detailed description of the desired information. The following forms of written correspondence should be directed as follows:
 - a. **By mail:** Send addressed to the Owosso Public Schools, P.O. Box 340, Owosso, MI 48867 ATTN: FOIA Coordinator.
 - b. **By Fax:** Fax to 989-723-7777 to the attention of the FOIA Coordinator
 - c. **By e-mail:** brooks@owosso.k12.mi.us or yoho@owosso.k12.mi.us with a subject line of “FOIA request”
 - d. **In person** – presented to the Office of the Superintendent located at 645 Alger St., Owosso, MI 48867
2. **Understanding responses to FOIA requests.**
 - a. Requests will be in writing and will clearly identify the information that is being responded to by District to the requester.
 - b. Requests for information that are denied by the District based on law will clearly indicate the reason for such denial.
 - c. Any applicable fees for responding to the request will be communicated to the requestor prior to completion of the request.
 - d. Requests will be responded to upon receipt (as defined by law) within the time frames outlined by the law which is typically within five business days unless an extension is needed which will be communicated within the appropriate time frames.
3. **Fee calculations**, for information not available on the District’s website www.owosso.k12.mi.us, will be charged for the following and will be delineated on the “FOIA Fee” form accompanying this document. Such fees will be communicated prior to commencement of the response to the FOIA request to allow the requestor to request a fee discount (refer to the fee waiver and discount provisions contained in the law), withdraw the request or agree to the fee presented.
 - a. Labor costs for searching for, locating and examining public records (in increments of 15 minutes with time rounded down).
 - b. Labor costs for separating and deleting exempt information from non-exempt information.
 - c. Labor costs for duplication or publication (in increments of 15 minutes with time rounded down).
 - d. For public records provided to a requestor on non-paper physical media, the actual and most reasonable economical cost of the non-paper physical media will be utilized. The type of media and its cost will be delineated on the FOIA Fee form.
 - e. For paper copies of public records, the actual total incremental duplication or publication cost. The most economical method of duplication reasonably available to the District will be utilized. If the document(s) requested are already in printed form and available for viewing at no cost, this option will be communicated.
 - f. The actual “economical and justifiable” mailing costs.

NOTE: All fee calculations will be in accordance with the law.

PROCEDURE FOR REQUESTING INFORMATION UNDER FOIA FROM THE OWOSSO PUBLIC SCHOOLS (cont.)

4. **Deposit requirements**

- a. If the FOIA Fee form reflects a cost that will exceed \$50.00, the Owosso Public Schools will require a 50% “good faith” deposit. The request for the deposit will include a: 1) a detailed itemization; and 2) a non-binding estimate regarding the time needed to provide the requested information.
- b. The Owosso Public Schools will require a 100% “good faith” deposit if the requestor failed to fully pay a previous FOIA fee but only when permissible under the law.

5. **Avenue for Appeal (all appeals must occur within the time frame outlined in the law)**

- a. **Denial of Records appeals** may be submitted to the Board of Education of the Owosso Public Schools or seek judicial review if the response by the Board of Education is found to be unsatisfactory
 1. Requestor must submit a written request for appeal of a denial of records to the Board of Education of the Owosso Public School that specifically states the word “appeal” and identifies the reasons reversal is requested. Such request may be submitted addressed to the Board of Education of Owosso Public Schools, P.O. Box 340, Owosso, MI 48867.
 2. Judicial review must be commenced in the Circuit Court of Shiawassee County located at 208 N. Shiawassee St., Corunna, MI 48817 (phone #989-743-2239).
- b. **Excessive fee appeals**
 1. Requestor must submit a written request for appeal of a fees to the Board of Education of the Owosso Public School that specifically states the word “appeal” and identify how the fee exceeds the permitted fee. Such request may be submitted addressed to the Board of Education of Owosso Public Schools, P.O. Box 340, Owosso, MI 48867.
 2. Judicial review may be commenced in the Circuit Court of Shiawassee County located at 208 N. Shiawassee St., Corunna, MI 48817 (phone #989-743-2239). This action can take place if the Board of Education of the Owosso Public Schools failed to respond to the appeal or the requestor does not agree with the decision the Board issued regarding the appeal.