

TOWNSHIP OF COHOCTAH

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

Preamble: Statement of Principles

It is the policy of the Township of Cohoctah that all persons, except those who are serving a sentence of imprisonment, consistent with the Michigan Freedom of Information Act (FOIA), 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 employees. The people shall be informed so that they fully participate in the democratic process.

The Township of Cohoctah's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township of Cohoctah acknowledges that it has a legal obligation to disclose all non-exempt public records in its possession pursuant to a FOIA request. The Township of Cohoctah acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure an effective operation of government and to protect the privacy of individuals.

The Township of Cohoctah will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township of Cohoctah's policy is to disclose public records consistent with an in compliance with State law.

Section 1: General Policies

The Township of Cohoctah Board, acting pursuant to the authority at MCL 15.236, designates the Cohoctah Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by facsimile or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to the Township spam or junk mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work to develop administrative rules for handling spam and junk mail so as to protect the Township from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

Section 2: Requesting a Public Record

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township of Cohoctah must do so in writing. The request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Written requests for public records may be submitted in person or by mail to any Township officer. Requests may also be submitted electronically by facsimile and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed or otherwise provided to him or her in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued, or disseminated by the Township of Cohoctah on a regular basis. A subscription is valid for up to six (6) months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A person serving a sentence of imprisonment in a local, state, or Federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, within five (5) business days of receipt of a FOIA request, the Township will issue a response. If a request is received by facsimile, email or other electronic transmission, the request is deemed to have been received on the following business day. The Township will respond to the request in one of the following ways:

- Grant the request
- Issue a written notice denying the request
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional ten (10) business days to respond. Only one (1) such extension is permitted.

- 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, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requester with the response to a written request for public records, provided, however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the Township's website, then a website link to those documents may be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If, based on a good-faith calculation by the Township, the cost of processing a FOIA request is expected to exceed \$50, or if the requester has not fully paid for a previously-granted request, the Township will require a good-faith deposit before processing the request. In making the request for a good-faith deposit, the FOIA Coordinator shall provide the requester with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best-efforts estimate of a time frame it will take the Township to provide the records to the requester. The best-efforts estimate shall be non-binding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of FOIA.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requester, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Supervisor or seek judicial review in the Livingston County Circuit Court; and
- An explanation of the right to receive attorney's fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss,

alteration, mutilation, or destruction and to prevent excessive interference with normal Township operations.

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record. If, however, the requestor wishes to have a certified copy of the documents after the documents have left possession of the Township, there may be a charge to reproduce the request.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50 based on a good-faith calculation by the Township, the requester will be asked to provide a deposit not exceeding one-half (1/2) of the total estimated fee.

If a request for public records is from a person who has not fully paid the Township for copies of public records made in fulfillment of a previously-granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written requests by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the Township's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pick up or mailing;
- the individual is unable to show proof of prior payment to the Township; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request is able to show proof of prior payment in full to the Township;
- the Township is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee will not be charged for the cost of search, examination, review, and the deletion and separation of exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the Township:

- the particular request incurs costs greater than incurred from the typical or usual request received by the Township. *See Bloch v Davison Community Schools, 2011 Mich App Lexis 771, 2011 WL 1564645*
- volume of the public record requested;

- amount of time spent to search for, examine, review, and separate exempt from non-exempt information in the record requested;
- whether public records from more than one Township department or various Township offices is necessary to respond to the request;
- the available staffing to respond to the request;
- any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Township may charge for the following costs associated with processing a FOIA request:

- labor costs directly associated with searching for, locating, and examining a requested public record;
- labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed;
- the actual cost of duplication of publication, not including labor, of paper copies of public records;
- the cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- The actual cost of mailing or sending a public record.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments, with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs until agreed to by the requester.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the Township's technological infrastructure, the Township will procure any requested non-paper media and will not accept non-paper media from the requester.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard paper (8 1/2" x 11") or legal (8 1/2" x 14") sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.

- The Township may provide records using double-sided printing, if cost-saving and available.

The cost to mail records to a requester will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No charge will be made for expedited shipping or insurance unless requested.

If the FOIA Coordinator does not respond to a written request in a timely manner, the following shall be required:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The late response was willful and intentional.
 - The written request, within the first 250 words of the body of a letter facsimile, email or email attachment conveyed a request for information.
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15.231 et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter, or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefiting the general public. The Township Board may identify specific records or types of records it deems should be made available for no cost or at a reduced cost.

The FOIA Coordinator will waive the first \$20 of the processing fee for a request if the person requesting a public record submits an Affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.

An individual is not eligible to receive the waiver if:

- the requester has previously received discounted copies of public records from the Township twice during the calendar year; or
- the requester requests information in connection with other persons who are offering or providing payment to make the request.

An Affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

A non-profit organization designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy

for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:

- is made directly on behalf of the organization or its clients;
- is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931;
- is accompanied by documentation of its designation by the State.

Section 7: Appeal of a Denial of a Public Record

When a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the Township Clerk. The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons the requester is seeking a reversal of the denial. The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within ten (10) business days of receiving the appeal, the Township Board will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reversing the disclosure denial in part and upholding the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the Township Board may issue not more than one (1) notice of extension for not more than ten (10) business days to respond to the appeal.

Whether or not the requester submitted an appeal of a denial to the Township Clerk, he or she may file a civil action in Livingston County Circuit Court within 180 days after the Township's final determination to deny the request.

If the Court determines that the public record is not exempt from disclosure, the Court will award the appellant reasonable attorney's fees, costs, and disbursements. If the Court determines that the appellant prevails only in part, the Court in its discretion may award all or an appropriate portion of reasonable attorney's fees, costs, and disbursements.

If the Court determines that Cohoctah Township arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall award the appellant punitive damages. The Court shall also order that the Township pay a civil fine of \$1,000 to the General Fund of the State Treasury.

Section 8: Appeal of an Excessive FOIA Processing Fee

If a requester believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by State law, he or she may appeal to the Township Board by submitting a written appeal for a fee reduction to the Township Clerk. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township Board is

not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within ten (10) business days after receiving the appeal, the Township Board will respond in writing by:

- waiving the fee;
- reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the Township Board that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- upholding the fee and issuing a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the Township Board that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- issuing a notice detailing the reason or reasons for extending for not more than ten (10) business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of a fee appeal, a requester may commence a civil action in Livingston County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the Township is not obligated to process the request for the public record until the Court resolves the fee dispute.

If the Court determines that the Township required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action prevails by receiving a reduction of 50% or more of the total fee, the Court may award all or appropriate amount of reasonable attorney's fees, costs, and disbursements

If the Court determines that the Township has acted arbitrarily and capriciously by charging an excessive fee, the Court shall also award the appellant punitive damages in the amount of \$500.

Section 9: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Cohoctah Township, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated the Cohoctah Township Board, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Cohoctah Township Board, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Cohoctah Township Board of any change in these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 10: Appendix of the Township of Cohoctah Forms

- Request form
- Denial form
- Detailed Itemization of Fees form
- Appeal an Excessive Fee form
- Extension of Response Time form
- Appeal a Denial form
- Affidavit of Indigence

ADOPTED BY THE COHOCTAH TOWNSHIP BOARD OF TRUSTEES: June 11, 2015