

PUBLIC RECORDS

This policy refers to requests made under the Michigan Freedom of Information Act, not to requests made under other statutory provisions, including but not limited to, the Michigan School Code, the Public Employment Relations Act (PERA) and the Bullard-Plawicki Employee Right to Know Act.

The Assistant Superintendent for Administrative Services shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve as FOIA coordinator for the District. Inspection of records by the general public shall be limited to the regular office hours of the building or office which houses the records. Copies of records that are not exempt from disclosure will be available on request.

Fees

The Assistant Superintendent for Administrative Services shall charge a fee to cover costs of providing access to and/or copies of public records in accordance with the law. The fee may be waived for businesses that contract with the school or District to provide a service. The Assistant Superintendent for Administrative Services shall determine whether a fee is waived.

Appeals

If a request for disclosure of records is denied, procedures for appeal of the decision shall be provided along with the denial.

LEGAL REFERENCE: MCL 15.231 *et seq.* Michigan Freedom of Information Act.

Adopted May 19, 2008