

Calhoun Conservation District
Public Summary of FOIA Procedures and Guidelines

Consistent with the Michigan Freedom of Information Act (FOIA). Public Act 442 of 1976, the following is the Written Public Summary of the Calhoun Conservation District's (CCD) FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of CCD's FOIA Procedures and Guidelines. For more details and information, copies of CCD's FOIA Procedures and Guidelines and Forms are available at no charge at CCD's office and on the CCD website: www.calhouncd.org.

1 How do I submit a FOIA request to CCD?

- A request must sufficiently describe a public record so as to enable CCD to find it.
- A FOIA request form is available for your use but is not required. Please include the words "FOIA" or "FOIA Request" in the request to assist CCD in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by CCD may be submitted on CCD's FOIA Request Form, in any other form by writing (letter, fax, email, etc.), or by verbal request.
 - ✓ Any verbal request will be documented by the CCD on CCD's FOIA Request Form.
 - ✓ No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on CCD's website at www.calhouncd.org.
- Written requests may be delivered to CCD in person or by mail: Calhoun Conservation District, 13464 Preston Drive, Marshall MI 49068.
- Requests may be faxed to: (855) 781-1332. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: calhouncd@gmail.com. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2 What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request CCD will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. CCD will respond to your 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 CCD needs an additional 10 business days to respond, or
 - ✓ Issue a written notice indicating that the public record requested is available at no charge on CCD's website.
- If the request is granted, or granted in part, CCD will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, CCD will require a deposit before processing the request.

3 What are CCD's deposit requirements?

- If CCD has made a good faith calculation that the total fee for processing the request will exceed \$50.00, CCD will require that you provide a deposit in the amount of 50% of the total estimated fee. When CCD requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If CCD receives a request from a person who has not paid CCD for copies of public records made in fulfillment of a previously granted written request, CCD will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request 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 CCD's possession;
 - ✓ The public records were made available to the individual, subject to payment, within the best effort time frame estimated by CCD to provide the records;
 - ✓ Ninety (90) days have passed since CCD notified the individual in writing that the public records were available for pickup or mailing;
 - ✓ The individual is unable to show proof of prior payment to CCD; and
 - ✓ CCD has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- CCD will not require the 100% 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 CCD;
 - ✓ CCD is subsequently paid in full for all applicable prior written requests.

4 How does CCD calculate FOIA processing fees?

The Michigan FOIA statute permits CCD to charge for the following costs associated with processing a request:

- ✓ Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- ✓ Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to CCD.
- ✓ Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to CCD.
- ✓ The cost of copying or duplication, not including labor, of paper copies of public records.
- ✓ This may include the cost for copies of records already on CCD's website if you ask for CCD to make copies.
- ✓ The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on CCD's website if you ask for CCD to make copies.
- ✓ The cost to mail or send a public record to a requestor.

Labor Costs

- ✓ All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- ✓ Labor costs will be charged at the hourly wage of the lowest-paid CCD employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- ✓ Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. CCD

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 unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- ✓ Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to CCD. CCD has determined that anything in excess of one (1) hour is considered an unreasonably high cost.

Copying and Duplication

CCD must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- ✓ The cost for records provided on non-paper physical media, such as computer discs, 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 be charged only if CCD has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

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

Mailing Costs

- ✓ The cost to mail public records will use a reasonably economical and justified means.
- ✓ CCD may charge for the least expensive form of postal delivery confirmation.
- ✓ No cost will be made for expedited shipping or insurance unless you request it.

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 it can be considered as primarily benefitting the general public.

5 How do I qualify for an indigence discount on the fee?

CCD will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- ✓ Indigent and receiving specific public assistance; or
- ✓ If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are not eligible to receive the \$20.00 discount if you:

- ✓ Have previously received discounted copies of public records from CCD twice during the calendar year; or
- ✓ Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience CCD has an Affidavit of Indigence for the waiver of FOIA fees available at CCD's office and on CCD's website: www.calhouncd.org.

May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- ✓ 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, 1974 PA 258, MCL 330.1931.
- ✓ Is accompanied by documentation of its designation by the state, if requested by the public body.

6 How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Calhoun Conservation District Board of Directors by filing a written appeal of the denial with the CCD office.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the CCD FOIA Appeal Form (To Appeal a Denial of Records), which is available at CCD's office and on the CCD's website: www.calhouncd.org.

CCD's Board of Directors is not considered to have received a written appeal until the first regularly scheduled Board of Directors meeting following submission of the written appeal. Within 10 business days of receiving the appeal the CCD Board of Directors will respond in writing by:

- ✓ Reversing the disclosure denial;
- ✓ Upholding the disclosure denial; or
- ✓ Reverse the disclosure denial in part and uphold the disclosure denial in part.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by CCD to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the CCD Board of Directors by filing a written appeal for a fee reduction to the CCD office.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the CCD FOIA Appeal Form (To Appeal an Excess Fee), which is available at the CCD office and on CCD's website: www.calhouncd.org.

The CCD Board of Directors is not considered to have received a written appeal until the first regularly

scheduled CCD Board of Directors meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the CCD Board of Directors will respond in writing by:

- ✓ Waiving the fee;
- ✓ Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- ✓ Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- ✓ Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the CCD Board of Directors will respond to the written appeal.

Adopted _____

Effective _____