

GLADWIN CITY HOUSING COMMISSION

Freedom of Information Act - Procedures and Guidelines

Approved June 29, 2015

Introduction

It is the policy of the Gladwin City Housing Commission (“GCHC”) that all persons, except those incarcerated, 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 GCHC has established the following written procedures and guidelines to implement the FOIA and has created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the GCHC and explaining how to understand the GCHC's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary is written in a manner so as to be easily understood by the general public.

Section 1 – General FOIA Policies

FOIA Coordinator

The GCHC, acting pursuant to MCL 15.236, designates the Executive Director as the FOIA Coordinator for the GCHC. He or she is authorized to designate other GCHC officials and employees, as well as legal counsel, to act on his or her behalf to accept and process written requests for the GCHC’s public records and approve denials. When used in this document, the term “FOIA Coordinator” also includes all authorized designees of the GCHC’s FOIA Coordinator.

FOIA Requests in General

If a request for a public record is received by fax 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 a GCHC 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 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 GCHC spam and junk mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with GCHC information technology staff to develop administrative rules for handling spam and junk mail so as to protect GCHC systems from computer attacks which may be embedded in an electronic FOIA request.

The GCHC 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 GCHC

officials or employees 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 GCHC on file for a period of at least one (1) year.

FOIA Documents

The GCHC will make this procedures and guidelines document and the written public summary publicly available without charge. If it does not, the GCHC cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this procedures and guidelines document and the GCHC's written public summary must be publicly available by providing free copies both in the GCHC's response to a written request and upon request by visitors at the GCHC's offices. This procedures and guidelines document and the GCHC's written public summary will be maintained on the GCHC's website at www.gladwinchc.net, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2 – Requesting a Public Record under the FOIA

Submitting FOIA Requests

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.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the GCHC must be submitted on the GCHC's FOIA request form or in some other form of writing (letter, fax, email, etc.). If a person makes a verbal, non-written request for information believed to be available on the GCHC's website, where practicable and to the best ability of the employee receiving the request, the requesting person shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable the GCHC to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to the GCHC's offices. Requests may also be submitted electronically by fax and email. Upon 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, emailed, or otherwise provided to him or her in digital form in lieu of paper copies. The GCHC will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

Subscriptions

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

Persons Not Entitled to Submit FOIA Requests

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 FOIA Request

Responses to FOIA Requests in General

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

The GCHC will respond to a 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 the request in part.
- Issue a notice indicating that due to the nature of the request the GCHC needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the GCHC's website.

A copy of these procedures and guidelines and the written public summary will be provided to the requestor free of charge with the response to a written request for public records; provided, however, that because these procedures and guidelines and the written public summary are maintained on the GCHC's website at www.gladwinchc.net, a link to the procedures and guidelines and the written public summary will be provided in lieu of providing paper copies of those documents.

When a FOIA Request is Granted

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.

If the cost of processing a FOIA request is \$50 or less, the requestor will be notified of the amount due and where the documents can be obtained. If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has

not paid in full for a previously granted request, the GCHC will require a good-faith deposit pursuant to Section 4 of this document before processing the request.

In making the request for a good-faith deposit, the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the GCHC to process the request and also provide a “best efforts” estimate of a time frame it will take the GCHC to provide the records to the requestor. The “best efforts” estimate shall be nonbinding on the GCHC, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance.

When a FOIA Request is Denied or Denied in Part

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 requestor, or another name reasonably known by the GCHC; 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 the GCHC or seek judicial review in circuit court; and
- An explanation of the right to receive attorney 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.

Inspection of Public Records

The GCHC 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 GCHC records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal GCHC operations.

Certified Copies of Public Records

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.

Section 4 – Fee Deposits

Fee Deposits in General

If the fee estimate is expected to exceed \$50 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding 50% of the total estimated fee.

Increased Fee Deposits

If a request for public records is from a person who has not paid the GCHC in full 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 fee before beginning to search for a public record for any subsequent written request 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 GCHC's possession.
- The public records were made available to the individual, subject to payment, within the time frame estimated by the GCHC 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 pickup or mailing.
- The individual is unable to show proof of prior payment to the GCHC.
- 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 GCHC.
- The GCHC is subsequently paid in full for the applicable prior written request.
- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the GCHC.

Section 5 – Calculation of Fees

Calculation of Fees in General

A fee may be charged for the labor cost of copying or duplication. A fee will not be charged for the labor cost of 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 the GCHC because of the nature of the request in the particular instance and the GCHC specifically identifies the nature of the unreasonably high costs.

Costs for search, examination, review and the deletion and separation of exempt from nonexempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services compared to the costs of the GCHC's usual FOIA requests.

The following factors shall be used to determine whether there is an unreasonably high cost to the GCHC:

- Volume of the public record requested.
- Amount of time spent to search, examine, review and separate exempt from nonexempt information in the record requested.
- Whether the public records are from more than one GCHC department or whether various GCHC offices are 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 FOIA permits the GCHC 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 the GCHC.
- Labor costs associated with 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 the GCHC.
- 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 the GCHC's website if the requestor asks for the GCHC to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requestor asks for records in non-paper physical media. This may include the cost for copies of records already on the GCHC's website if the requestor asks for the GCHC to make copies.
- The cost to mail or send a public record to a requestor.

Calculation of Labor Costs

Labor costs will be calculated based on the following:

- 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 GCHC 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. The GCHC 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 six (6) times the state minimum hourly wage.

Calculation of Other Costs

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

- 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 only be assessed if the GCHC has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The GCHC will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the GCHC's technology infrastructure.

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

- Paper copies of public records made on standard letter (8½ x 11) or legal (8½ x 14) sized paper will not exceed \$0.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The GCHC will provide records using double-sided printing, if it is cost-saving and available.

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

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

Reduction of Costs

If the FOIA Coordinator does not respond to a written request in a timely manner, the GCHC must:

- Reduce the labor costs by 5% for each day the GCHC exceeds the time permitted under FOIA, up to a 50% maximum reduction, if any of the following apply:
 - The GCHC's late response was willful and intentional.
 - The written request conveyed a request for information within the first 250 words of the body of a letter, facsimile, email or email attachment.
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or references 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 it can be considered as primarily benefitting the general public. The GCHC may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7 – Fee Discounts

Indigence

The FOIA Coordinator will discount the first \$20 of the 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 indigence.

An individual is not eligible to receive the waiver if:

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

The FOIA Coordinator may make a fee waiver affidavit form available for use by the public.

Certain nonprofit organizations

The FOIA Coordinator will discount the first \$20 of the fee for a request from a nonprofit organization formally designated by the state to carry out activities under subtitle C of the 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, or their successors, if the request is 1) made directly on behalf of the organization or its clients; 2) 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; and 3) accompanied by documentation of its designation by the state, if requested by the GCHC.

Section 8 – Appeal of a Denial of a FOIA Request

Denial Appeals in General

When a requestor 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 GCHC by filing an appeal of the denial with the office of the Human Resources Director. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The GCHC is not considered to have received a written

appeal until the first regularly scheduled GCHC meeting following submission of the written appeal.

Within 10 business days of receiving the appeal, the GCHC will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial;
- Reversing the disclosure denial in part and upholding the disclosure denial in part; or
- Under unusual circumstances, issuing a notice extending for not more than 10 business days the period during which the GCHC shall respond to the written appeal. The GCHC shall not issue more than one notice of extension for a particular written appeal.

Civil Action for Judicial Review of a Denial

If the GCHC fails to respond to a written appeal, or if the GCHC upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in circuit court. Whether or not a requestor submitted an appeal of a denial to the GCHC, he or she may file a civil action in circuit court within 180 days after the GCHC's final determination to deny the request.

If a court determines that a public record is not exempt from disclosure, it shall order the GCHC to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorney fees, costs, and disbursements. If the person or GCHC prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorney fees, costs, and disbursements.

If the court determines that the GCHC has arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing or providing copies of a public record, the court shall order the GCHC to pay a civil fine of \$1,000, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9 – Appeal of FOIA Processing Fees

Appeals of Fees in General

If a requestor believes that the fee charged by the GCHC to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the GCHC by submitting a written appeal of the fee to the office of the Human Resources Director. "Fee" means the total fee or any component of the total fee calculated under Section 4 of the FOIA, including any deposit.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The GCHC is not considered to have received a written appeal until the first regularly scheduled GCHC meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the GCHC 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;
- Upholding the fee and issuing 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 GCHC will respond to the written appeal. The GCHC shall not issue more than one notice of extension for a particular written appeal.

If the GCHC reduces or upholds the fee, the determination must include a certification from the GCHC that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Civil Action for Judicial Review of Fees

Within 45 days after receiving notice of the GCHC's determination of an appeal, the requesting person may commence a civil action in circuit court for a fee reduction. If a civil action is commenced against the GCHC for an excess fee, the GCHC is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The GCHC does not provide for appeals of fees.
- The GCHC failed to respond to a written appeal as required.
- The GCHC issued a determination on a written appeal.

If a court determines that the GCHC required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorney fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the GCHC has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the GCHC to pay a civil fine of \$500, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500 to

the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10 – Conflicts

Conflicts with Previous Policies

To the extent that these procedures and guidelines conflict with previous FOIA policies promulgated by the GCHC, these procedures and guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this document is found to be in conflict with any previous policy promulgated by the GCHC, the administrative rule promulgated by the FOIA Coordinator is controlling.

Conflicts with State Law

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.

Section 11 – Modification of Policies

The Executive Director, as the GCHC's designated FOIA Coordinator, is authorized to modify this policy and all previous policies adopted by the GCHC, and to adopt such administrative rules as he or she may deem necessary, to facilitate the review and processing of requests for public records made pursuant to the FOIA, provided that such modifications and rules are consistent with state law. The Executive Director shall inform the GCHC of any changes to these procedures and guidelines.

Section 12 – Effective Date

These FOIA procedures and guidelines become effective July 1, 2015.

Section 13 – Appendix of GCHC FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial of Request Form
- Notice of Granting of Request Form
- Detailed Cost Itemization Form