

Forest Park School District
Freedom of Information Act (FOIA)

The District's public records, as defined under the FOIA, are available for public inspection and/or copying in accordance with the following administrative guidelines. Exemptions are specified in M.C.L. 15.243.

The Superintendent or his/her designee will coordinate and provide FOIA records in accordance with the DIISD's administrative guidelines.

Fee for Service:

The Freedom of Information Act permits a public body to charge a fee for the necessary copying of a public record for inspection or for providing a copy of a public record.

FOIA Fee Structure	
Deposit: A deposit may be required for up to half of an estimated fee for orders estimated to exceed \$50.	\$25 and up (if required)
Labor: Labor costs will be calculated based on the hourly wage of the lowest paid employee capable of retrieving the information necessary to comply with the request. Labor will be estimated in time increments of 15 minutes; partial increments will be rounded down. Overtime, should it become necessary, will not be charged unless specifically agreed upon by the requestor.	\$5.95 per each 15 minute increment
Searching, Examining, Reviewing, and Separating Records: Labor costs may not be issued unless unreasonably high to the public body. If necessary, labor will be estimated in time increments of 15 minutes; partial increments will be rounded down.	If issued, \$5.95 per each 15 minute increment
Non-Paper Copies: There will be an actual fee for the most reasonably economic cost for computer discs, tapes, or similar media.	Actual Costs
Paper Copies: There will be a charge of actual costs of copying at \$.25 per page.	\$.25 per page
Mailing: The actual cost of mailing public documents will be reasonable and justifiable. Expedited shipping or insurance will only be charged if stipulated by the requestor.	Actual Cost
Fee Waiver: Information may be provided at no charge if the district determines that it is in the public interest. The first \$20 in fees must be waived: 1) If the information is for a non-profit organization, or b) By persons submitting an affidavit stating they are indigent or receiving public assistance.	Fee Reduction
Total Fee:	Labor + Copies/Media + Mailing

Submit Your FOIA Request to:

Kristine Rivard, District Administrative Assistant
Forest Park School District
801 Forest Parkway
Crystal Falls, MI 49920
krivard@fptrojans.org
906.214.4995 ext. 322

Timeframe for Request Fulfillment:

Your request will be fulfilled within 5 days if determined that the timeframe is adequate. If more time is necessary, notification will be provided of the necessary time extension of up to 10 additional days.

Fee Appeal Process:

In the event that the requestor believes he/she is being charged excessive fees, the requestor may appeal. To appeal, follow the procedure below.

- 1) Make your appeal known to the Superintendent in written form.
- 2) Issue the appeal to:

Superintendent's Office
Forest Park School District
801 Forest Parkway
Crystal Falls, MI 49920

- 3) You will receive written correspondence within 10 days indicating one of the following actions:
 - a. Waive the fee
 - b. Reduce the fee
 - c. Uphold the fee
 - d. Extend the time to respond by 10 business days

Please Note:

1. With permission from the requester, the Forest Park School District will email information to save mailing fees or create a convenience for the requester.
2. If you have questions, please contact Kristine Rivard at 906.214.4695 ext. 322 or krivard@fptrojans.org

PUBLIC RECORDS REQUEST

Name: _____

Address: _____

Telephone: _____ Business Telephone: _____

_____ I wish a copy of the following record(s): (specify)

_____ I wish to review the following record(s): (specify)

I understand I will be contacted within _____ days, excluding weekends and holidays, as to when I may view these records. I also understand if I request a copy made of these records, the copies will be provided to me at cost. I further understand I am not allowed to remove any record(s) from the office where they are maintained.

Signature Date

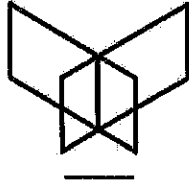
The records you wish to review and/or copy will be available be on at the administration office.

Records Officer Date

RECEIPT/ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have been given copies of and/or have been permitted to review the public records.

Signature Date



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

Sample FOIA Procedures and Guidelines Manual

Prepared by Brad Banasik, MASB Legal Counsel

MASB Legal Services provides legal education and information as a general service to MASB members. This sample procedures and guidelines document should not be interpreted or used as a substitute for a legal opinion from retained legal counsel.