



Book	Neola Administrative Guidelines Templates for Processing
Section	8000 Operations
Title	PUBLIC RECORDS
Code	ag8310A
Status	From Neola
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### 8310A - **PUBLIC RECORDS**

The District's public records, as defined under the Freedom of Information Act ("FOIA"), are available for public inspection and/or copying in accordance with the following administrative guidelines. The rights and obligation of the District and requesters under FOIA are subject to M.C.L. 15.231, et seq. Exemptions are specified in M.C.L. 15.243.

#### **Designation of Officers**

The Superintendent shall be the District Records Officer (DRO) as well as the FOIA Coordinator.

#### **Procedures**

The following procedures shall be followed in connection with requests to inspect and secure copies of School District records:

- A. Requests to inspect or secure copies of records shall be submitted to the Superintendent on Form 8310 F1, copies of which are available in the Office of the Superintendent.
- B. With respect to records which are determined to be available, the FOIA Coordinator(s) will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee. The FOIA Coordinator(s) will establish a time and date for inspection and copying of the requested records. If the records are available on the District's website, the District may refer the requester to the website location as its response to the request.
- C. At the request of the requestor, the FOIA Coordinator shall make arrangements for the record to be transmitted electronically via the medium selected by the requestor, if the District has the technological capability to comply with the request.
- D. With respect to records that are determined not to be available or when there needs to be a delay in responding to the request, the FOIA Coordinator(s) will note the reason on Form 8310 F3 and send one (1) copy of the form to the requester as soon as possible. The District may extend the time for responding to a FOIA request by not more than ten (10) business days.
- E. Requests by mail, fax, or E-mail for copies of available records may be addressed to the FOIA Coordinator(s), and will be honored upon payment of any required fee, provided the requestor and the record of which a copy is requested are sufficiently identified to make compliance practicable.

#### **Location and Time**

Records shall be made available at the Superintendent's Office, during the hours of 7:30 a.m. to 3:30 p.m. Monday through Friday, with the exception of the holidays when District schools are closed.

#### **Fees**

Upon written request, copies of said records shall be provided for a fee which will be no more than the actual cost for the duplication plus any allowable costs which will be charged at an hourly rate equal to the lowest-paid full-time staff member capable of retrieving, examining and/or reviewing the information being sought by the requester. The FOIA Coordinator shall be responsible for determining

which type of public records requests could require a fee payment for search, examination, review, deletion, and separation of exempt from nonexempt information in the record because the cost would create unreasonably high costs to the District. In such instances, the requester is to be informed, in advance, of the special fees and the reasons thereof.

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M.C.L. 15.231, et. seq.