



## Written Public Summary of FOIA Procedures and Guidelines

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), the following is the Written Public Summary of the Agency's FOIA Procedures and Guidelines relevant to the general public.

1. **How do I submit a FOIA request to MPPA?**
  - a. Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retain by MPPA must be submitted in writing.
  - b. A request must sufficiently describe a public record so as to enable the Agency to find it.
  - c. No specific form to submit a written request is required
  - d. Written requests can be made in person by delivery to MPPA's office in Lansing, by mail or by email to [adeleeuw@mpower.org](mailto:adeleeuw@mpower.org)
2. **What kind of response can I expect to my request?**
  - a. Within 5 business days of receipt of a FOIA request, the Agency will issue a response. If a request is received by email the receipt is deemed to have been received on the following business day. The Agency will respond to your request in one of the following ways:
    - i. Grant the request.
    - ii. Issue a written notice denying the request
    - iii. Grant the request in part and issue a written notice denying in part the request.
    - iv. Issue a notice indicating that due to the nature of the request the Agency needs an additional 10 business days to respond.
    - v. Issue a written notice indicating that the public record requested is available at no charge on the Agency's website.
  - b. If the request is granted, or granted in part, the Agency will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. Of the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Agency will require a deposit before processing the request.
3. **What are the Agency's fee deposit requirements?**
  - a. If the Agency has made a good faith calculation that the total fee for processing the request exceeds \$50, the Agency will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Agency requests that deposit it will provide you a non-binding best efforts estimated of how long it will take to process the request following receipt by the Agency of your deposit.
  - b. If the Agency received a request from a person who has not paid the Agency for copies of public records made in fulfillment of a previously granted written request, the Agency 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:

- i. The final fee for the prior written request is not more than 105% of the estimated fee;
    - ii. The public records made available contain the information sought in the prior written request and remain in the Agency's possession;
    - iii. The public records were made available to the individual, subject to payment, within the timeframe estimated by the Agency to provide the records;
    - iv. 90 days have passed since the Agency notified the individual in writing that the public records were available for pickup or mailing;
    - v. The individual is unable to show proof of prior payment to the Agency; and
    - vi. The Agency has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
  - c. The Agency will not require the 100% estimated fee deposit if any of the following apply:
    - i. The person making the request is able to show proof of prior payment in full to the Agency;
    - ii. The Agency is subsequently paid in full for all applicable prior written request; or
    - iii. 365 days have passed since the person made the request for which full payment was not remitted to the Agency.
4. **How does the Agency calculate the FOIA processing fee?**
  - a. A fee will not be charged for the 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 Agency because of the nature of the request in this particular instance, and the Agency specifically identifies the nature of the unreasonably high costs.
  - b. The Michigan FOIA statute permits the Agency to assess and collect a fee for six designated processing components. The Agency may charge for the following costs associated with processing a request:
    - i. Labor costs associated with searching for, locating and examining a requested public record.
    - ii. Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
    - iii. The cost of computer discs, tapes or other digital or similar media when the requestor asks for records in a non-paper physical media.
    - iv. The cost of duplication or publication, not including labor, of paper copies of public records.
    - v. Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the internet.



- vi. The cost to mail or send a public record to a requestor.
- c. Labor Costs
  - i. All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
  - ii. Labor costs will be charged at the hourly wage of the lowest-paid Agency employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
  - iii. Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- d. Non-paper Physical Media
  - i. 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.
  - ii. This cost will only be assessed if the Agency has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- e. Paper Copies
  - i. Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
  - ii. The Agency may provide records using double-sided printing, if cost-saving and available.
- f. Mailing Costs
  - i. The cost to mail public records will use a reasonable economical and justified means.
  - ii. The Agency may charge for the least expensive form of postal delivery confirmation.
  - iii. No provision will be made for expedited shipping or insurance unless requested and will be charged by the Agency.

**5. How do I qualify for a reduction of the processing fee?**

- a. The Agency may waive or reduce the fee associated with a request when the Agency determines that to do so is in the public interest because release of the information is considered as primarily benefitting the general public.
- b. The Agency will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
  - i. Indigent and receiving specific public assistance; or
  - ii. If not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.
- c. You are not eligible to receive the \$20.00 waiver if you:
  - i. Have previously received discounted copies of public records from the Agency twice during the calendar year; or



- ii. Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- iii. The Agency will waive the fee for a nonprofit organization which meets all of the following conditions:
  - 1. The organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
  - 2. The request is made directly on behalf of the organization or its clients;
  - 3. The request is made for a reason wholly consistent with the provisions of federal law under section 931 of the Mental Health Code; and
  - 4. The request is accompanied by documentation of the organization's designation by the State.

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

- a. Appeal of a Denial of a Public Record
  - i. 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 file an appeal of the denial with the MPPA General Manager. 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.
  - ii. Within 10 business days of receiving the appeal the MPPA General Manager will respond in writing by:
    - 1. Reversing the disclosure denial;
    - 2. Upholding the disclosure denial; or
    - 3. Reverse the disclosure denial in part and uphold the disclosure denial in part.
  - iii. Whether or not you submitted an appeal of a denial to the MPPA General Manager, you may file a civil action in the Ingham County Circuit Court within 180 days after the Agency's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Agency acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00.
- b. Appeal of an Excessive FOIA Processing Fee
  - i. If you believe that the fee charged by the Agency to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the General Manager. The appeal must be in writing, specifically state the work "appeal" and identify how the required fee exceeds the amount permitted.



- ii. Within 10 business days after receiving the appeal, the General Manager will respond in writing by:
  1. Waiving the fee;
  2. Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
  3. Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
  4. Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the General Manager will respond to the written appeal.
- iii. Within 45 days after receiving notice of the General Manager's determination of the processing fee appeal, you may commence a civil action in Ingham County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements.
- iv. If the court determines that the Agency acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00.