**Freedom of Information Act (FOIA)**

**Procedures and Guidelines Summary**

**Onsted Community Schools**

The following procedures and guidelines explain how to submit a request to Onsted Community Schools for a public record and how to understand Onsted Community Schools’ written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.

**Submission of a Request for Public Records**

1. All requests to review or receive a copy of Onsted Community Schools’ public records should be made in writing describing the records requested and clearly identifying the communication as a request for public records. Requests should be sent to Onsted Community Schools’ FOIA Coordinator:

 Mark Haag, Superintendent

 Onsted Community Schools

 10109 Slee Road

 Onsted MI 49265

 Email to: haag.m@onstedschools.us

 Fax to: (517) 467-5600

2. The request must indicate how the public records should be provided to the requester. Options may include:

 A. Have the documents sent to a provided email address;

 B. Provide the documents on electronic media such as a CD, flashdrive, or other digital media;

 C. Provide hard copies of the records to be picked up by the requester or to be mailed to a provided address;

 D. Make the records available for review at Onsted Community Schools’ offices.

Onsted Community Schools is not required to provide electronic files if Onsted Community Schools lacks the technological capability necessary to provide the requested records on the electronic media stipulated in the request.

3. The requester must indicate if they are exempt from fees as follows:

 A. If the individual is indigent and provides an affidavit to Onsted Community Schools describing the indigency;

 B. The requester is a nonprofit agency designated to carry out activities in support of individuals with developmental disabilities and/or mental illness, and the request is made on behalf of the organization or its clients and is made for a reason consistent with its mission.

**Review of a Request for Production of Public Records**

Onsted Community Schools will review the request for information for the purpose of determining:

 A. Whether or not Onsted Community Schools has the requested information;

 B. Whether any portion or all of the requested information is exempt from disclosure;

 C. Whether the requested records are available on Onsted Community Schools’ website.

**Public Record Search and Production Fee**

Onsted Community Schools may charge a fee for necessary copying of a public record, for inspection, or for providing a copy of a public record. Fees may be charged in one or more of six categories, which are:

 1. Labor costs for searching, locating, and examining the public records

 2. Labor costs for separating and deleting exempt information from nonexempt information, including contracted labor costs when necessary

 3. Electronic record provision costs

 4. Paper copy costs

 5. Labor costs for duplication or publication

 6. Mailing costs

The District will not assess a fee for the costs 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 District, and the District specifically identifies the nature of the unreasonably high costs.

If Onsted Community Schools determines that a fee will be charged, Onsted Community Schools will, as soon as possible, but not later than five (5) business days after the request is received, provide the requester with a written estimate of the costs to be charged by Onsted Community Schools of the requester. The written estimate may also require a deposit from the requester. The written estimate will provide an estimate of the costs by category listed above, will indicate if a deposit is required and the amount of the deposit, and will provide an estimate of the time frame that it will require for Onsted Community Schools to respond to the request. If a deposit is required, Onsted Community Schools will begin the process of compiling the requested records when it receives the deposit. If no deposit is required, Onsted Community Schools will begin the process of compiling the requested records unless the requester objects to payment of the estimated fees. If objection is not received within 24 hours from the time that the fee estimate form is provided to the requester, Onsted Community Schools will proceed as though the requester agrees to payment of the fees.

**Onsted Community Schools Response**

1. Once the request is received by Onsted Community Schools’ FOIA Coordinator, Onsted Community Schools will respond within five (5) business days by doing one of the following:

 A. Grant the request as written; or

 B. Provide written notice that the request is being denied with a reason for the denial; or

 C. Grant part of the request and provide written notice that the other part of the request is being denied with a reason for the denial; or

 D. Provide written notice that Onsted Community Schools requires additional business days

 to respond to the request, which will not exceed 10 additional days.

 E. Provide written notice that the requested information is available on Onsted Community

 Schools website which will provide a link to the information.

**Appeals Process**

If Onsted Community Schools’ FOIA Coordinator denies the FOIA request, the requester may appeal the request by:

 A. Submitting a written appeal to the Board of Education of Onsted Community Schools identifying the reason or reasons for why the denial should be reversed or how the fee charged exceeds the amount permitted under State law; or

 B. Commence a civil action in the Lenawee County circuit court to compel the District to disclose the public records.

If, after receiving notice of a final determination from the Board of Education denying all or a portion of a request for information, the requester may seek judicial review of the denial by the Lenawee County Circuit Court.