

FREEDOM OF INFORMATION ACT

POLICY

PURPOSE

It is the intent of the Presque Isle District Library to perform public business in an open and public manner as required by Michigan's Freedom of Information, Act 442 of 1976, and as amended. This Policy prescribes the library's procedures for responding to written public record requests made pursuant to FOIA.

SCOPE

The following statements serve as clarification of sections and/or policies as allowed or directed by the Act: Public Records (Sections 3, 10 and 11)

The Library Board of Trustees has charged the staff with making readily available to the public via all five library branches (Grand Lake, Millersburg, Onaway, Posen and Rogers City) the following documents on a regular basis:

1. Copies of the minutes of Board meetings;
2. Copies of notices and agendas of all Board meetings;
3. Copies of the budget for the current fiscal year;
4. Copies of all library policies;

This *does not include* records that are *exempt* from disclosure which include:

1. Specific personal information that invades an individual's privacy
2. Records that may be exempted from disclosure by another statute (Note: statutes which expressly prohibit public disclosure of records generally supersede the FOIA).
3. Information subject to attorney-client privilege.
4. Pending public bids to enter into contracts.
5. Records that would disclose the social security number of an individual.

The inspection shall take place under the supervision of the library director, the FOIA Coordinator.

ACCESS

Requests to inspect, copy or receive copies of records other than those listed above (all records exempt from disclosure in Section 11) shall be made either orally or in writing to the library director. The Director will respond in writing within five business days to all requests for Library records. If needed, the Director will notify the requester in writing and extend the time for an additional 10 business days.

The request shall adequately describe the records sought in sufficient detail to enable the Library to locate such records with reasonable effort. Requestor shall be as specific as possible when requesting records and may be asked for additional information as to the types of records, dates, parties to correspondence, and subject matter of the requested records.

The fee for such service will be the cost of copies per our Copy/Print/Fax Policy and prorated at \$25 per hour.

This act does not require the Board or library administration to create new public records to comply with a request.

Also, this act does not require the Board or library administration to make a compilation, summary, or report of information, except as required in Section 11.

APPEALS

If the Library makes a final determination to deny all or a portion of a request for library records, the requester may submit to the Library Board a written appeal that specifically states the word “appeal” and identifies the reason or reasons the denial should be reversed (Section 10 provides for appeals of decisions to deny access to public records).

Adopted: October 12, 2016