



## **Public Summary of FOIA Procedures and Guidelines**

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

This is only a summary of the Cooperative's FOIA Procedures and Guidelines. For more details and information, copies of the Cooperative's FOIA Procedures and Guidelines are available at no charge at the Cooperative office and on the Cooperative's website: [woodlands.lib.mi.us](http://woodlands.lib.mi.us)

### **1. How do I submit a FOIA request to the Cooperative?**

- A request must sufficiently describe a public record so as to enable the Cooperative to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Cooperative in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Cooperative may be submitted in any form of writing (letter, fax, email, etc.), or by verbal request.
- Written requests may be delivered to the Cooperative office by mail:

Woodlands Library Cooperative  
PO Box 1048  
Albion, MI 49224

- Requests may be faxed to: 517-629-3812. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: [kate@woodlands.lib.mi.us](mailto:kate@woodlands.lib.mi.us). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

### **2. What kind of response can I expect to my request?**

- Within 5 business days after receiving FOIA request the Cooperative will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day.
- The Cooperative will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,
  - Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the Cooperative needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the Cooperative's website
- If the request is granted, or granted in part, the Cooperative will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.

If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Cooperative will require a deposit before processing the request.

### **3. What are the Cooperative's deposit requirements?**

- If the Cooperative has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Cooperative will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Cooperative requests the deposit, it will provide you a nonbinding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Cooperative receives a request from a person who has not paid the Cooperative for copies of public records made in fulfillment of a previously granted written request, the Cooperative 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:
  - the final fee for the prior written request is not more than 105% of the estimated fee;
  - other public records made available contained the information sought in the prior written request and remain in the Cooperative's possession;
  - the public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Cooperative to provide the records;
  - Ninety (90) days have passed since the Cooperative notified the individual in writing that the public records were available for pickup or mailing;
  - the individual is unable to show proof of prior payment to the Cooperative; and
  - the Cooperative has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Cooperative will not require the 100% estimated fee deposit if any of the following apply:
  - the person making the request is able to show proof of prior payment in full to the Cooperative;
  - the Cooperative is subsequently paid in full for all applicable prior written requests;
  - or three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Cooperative.

### **4. How does the Cooperative calculate FOIA processing fees?**

The Michigan FOIA statute permits the Cooperative to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Cooperative.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Cooperative.