



FOIA POLICY

I. Purpose

It is the intent of the River Rapids 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 libraries' procedures for responding to written public records requests made pursuant to FOIA.

II. Scope

This policy applies to the library whenever a written request for public records is made under Michigan's FOIA law. This policy does not apply to any records exempt from disclosure such as, but not limited to:

- Specific personal information about an individual if the release would constitute a clearly unwarranted invasion of that individual's privacy.
- Records that may be exempted from disclosure by another statute (Note: statutes which expressly prohibit public disclosure of records generally supersede the FOIA.)
- Information subject to attorney / client privilege
- Pending public bids to enter into contracts
- Records that would disclose the social security number of an individual

A. Access

Public Records shall be open to inspection and copying during the libraries' regular business hours by the custodian of the requested public records. Reasonable access to and reasonable facilities for copying of these records shall be provided. The library shall provide reasonable assistance in identifying and locating public records in accordance with this policy.

B. Form of FOIA Requests

All FOIA requests shall be made in writing.

All FOIA requests shall adequately describe the records sought in sufficient detail to enable the library to locate such records with reasonable effort. The requesting party shall be as specific as possible when requesting records. The requesting party must also include their complete name, address, and valid contact information of the person's agent who is an individual. An address must be in compliance with the United States Postal Service addressing standards. To assist in locating the requested records, the

library may request that the requesting party provide additional information known to the requesting party, such as the types of records, dates, parties to correspondence, and subject matter of the requested records. A FOIA request will be answered within 5 business days after receiving it. If needed, the library will notify the requestor in writing and extend the time for an additional 10 business days.

Fees: Fees may be charged as permitted by law.
15 cents / page, electronic or paper
\$10.00 / hour rate for searching for information
Postage as needed

The library can request a deposit of up to ½ of the projected cost. If the deposit has not been received within 45 days of deposit notice, and no appeal has been received, the request shall be considered abandoned. The deposit letter is considered received three days after it is sent, regardless of the means of transmission. The deposit letter must include notice of the date by which the deposit must be received, which date is 48 days after the date the deposit letter is sent.

C. Submit requests to:

Library Director
River Rapids District Library
227 E. Broad Street
Chesaning, MI. 48616
Phone (989)-845-3211 Fax (989)-845-2166
director@riverrapidslibrary.org