

UTILIZING THE FREEDOM OF INFORMATION ACT  
ON BEHALF OF THE COLLEGE

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.25 Utilizing the Freedom of Information Act on Behalf of the College

III. Policy Statement

Employees responsible for collecting and analyzing data in their work for GRCC use various methods to gather relevant information. When the Michigan Freedom of Information Act is used to solicit information from public bodies, all work-related requests should be made through the Office of General Counsel.

IV. Reason for the Policy

As a public body covered by the Michigan Freedom of Information Act, we understand the efforts that are invested in providing timely responses to FOIA requests. We desire to be transparent in our efforts to gather public records from other public bodies and to provide a single point of contact for other institutions who are asked to respond to requests from GRCC.

V. Entities Affected by this Policy

All College Employees  
Board of Trustees

VI. Who Should Read this Policy

All College Employees  
Board of Trustees

VII. Related Documents

- a) State and Federal Freedom of Information Act
- b) 6.19 Freedom of Information Act

VIII. Contacts

Policy Owner: General Counsel  
Human Resources  
FOIA Coordinator

IX. Definitions

- A. Public bodies include state officers, employees, agencies, departments, divisions, bureaus boards, commissions, councils, school districts, and community colleges as well as any other body which is created by state or local authority or which is primarily funded by or through state or local authority. "Public bodies" do not include private non-profit corporations.
- B. Public records have been defined as writings prepared, owned, used by or in the possession of or detained by a public body in the performance of an official function, from the time it is created. The FOIA does not require a public body to create a compilation, summary, or report of information.

X. Procedures

- A. Employees who wish to make a FOIA request in their capacity as a GRCC employee should contact the Office of General Counsel in writing, setting forth the following information:
  - 1. Specific request
  - 2. Public bodies from which the information is requested
  - 3. Purpose of the request
  - 4. Whether a summary of responses from multiple public bodies will be compiled by GRCC and made available to the public bodies from whom the information was solicited.
- B. The Office of General Counsel will;
  - 1. Notify the President of College of the FOIA request.
  - 2. Upon approval by the President, the request will be sent on behalf of GRCC to the public bodies and the OGC will receive responses.
  - 3. Upon receipt of responses, the information will be forwarded to the requesting department.
  - 4. If a compilation of data is requested by the responding public body, the requesting employee will provide the data to the Office of General Counsel.
  - 5. The Office of General Counsel will send the compilation to the public body that requested the data.

XI. Forms

N/A

XII. Effective Date

December 1, 2012

XIII. Policy History

New Policy

Reviewed/no changes October 2016

Reviewed/no changes October 2020

XIV. Next Review/Revision Date

December, 2024