

## FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES POLICY

### I. Policy Section

6.0 General Counsel

### II. Policy Subsection

6.19 Freedom of Information Act (FOIA) Procedures and Guidelines

### III. Policy Statement

The Freedom of Information Act regulates and sets requirements for the disclosure of public records by all “public bodies.” Certain records may be protected from disclosure. GRCC FOIA Coordinator will assess requests to determine what records are subject to disclosure.

### IV. Reason for the Policy

The release of documents from public institutions is required by law under the Freedom of Information Act (FOIA).

This policy informs individuals of the process for obtaining information under the Freedom of Information Act (FOIA). In addition, the procedures provide direction to College employees/offices that receive FOIA requests regarding the process for handling requests for public records under the Freedom of Information Act.

### V. Entities Affected by this Policy

- A. Grand Rapids Community College Employees who receive requests for GRCC information in their capacity as College employees.
- B. Board of Trustees who may, as board members, receive requests for information that relates to or involves the College.
- C. The College will cooperate fully with the Federal Bureau of Investigation, as well as all other State and Federal Courts, Agencies and other entities having legal rights to College records.
- D. General Public.

VI. Who Should Read this Policy

All Grand Rapids Community College Employees  
Board of Trustees  
Public

VII. Related Documents

- A. State and Federal Freedom of Information Acts
- B. FERPA
- C. HIPAA
- D. Social Security Privacy Act
- E. Bullard-Plawecki Act
- F. Michigan Open Meetings Act

VIII. Contacts

Policy Owner: FOIA Coordinator: Labor Relations Generalist

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. Individual notes of a board member cannot be discovered under the FOIA as the school board member or council person is not a public body.
- C. Writing means, handwriting, typewriting, printing, photographing, photocopying and every other means of recording. "Writings" include letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, or other means of recording or retaining meaningful content.

X. Procedures

Grand Rapids Community College Freedom of Information Act Procedures and Guidelines.

A. Appointment of FOIA Coordinator.

1. In accordance with section 6 of the FOIA, MCL 15.236, GRCC has appointed a FOIA Coordinator. The name of the FOIA Coordinator is available from the Office of the General Counsel.

B. Submission of FOIA Request.

FOIA requests to the Grand Rapids Community College can be sent by email or mail to:

Email: [dsanders@grcc.edu](mailto:dsanders@grcc.edu)

Grand Rapids Community College Attn. FOIA Coordinator  
143 Bostwick Avenue, NE  
Grand Rapids, Michigan 49503-3295

Requests should include a name, phone number, and mailing address.

C. Immediately Forward FOIA Request.

1. Any employee of GRCC who receives a written request for a public record must immediately forward that request to the FOIA Coordinator. If a GRCC employee receives a written request for a public record that is delivered to a spam or junk-mail folder, the employee must record the date and time the written request is delivered to the spam or junk-mail folder and date and time the employee first becomes aware of the written request. The employee must forward those dates and times to the FOIA Coordinator with the written request.

D. Request Response Time.

1. FOIA requests are time sensitive and must be responded to within five (5) business days.
2. Grand Rapids Community College may extend the time for responding by an additional 10 business days by notifying the requesting person in writing of the reason for the extension and the new due date. MCL 15.235(2)(d) and (6) Due to the short statutory time period within which Grand Rapids Community College must issue a written notice in

response to the FOIA request, it is imperative that there be no delay in complying with Grand Rapids Community College's procedures and guidelines.

E. Response to a FOIA Request.

1. Right to inspect or receive copies: Upon receipt of a written request for a public record(s) the FOIA Coordinator will notify the person making the request, in writing, of the opportunity to inspect, copy, and/or receive copies of the requested documents. The requestor will also be informed if requested records are publically available on GRCC's website along with a link to the requested records.
2. Coordination of Response: The FOIA Coordinator will coordinate the College's official response by:
  - i. Gathering the requested records.
  - ii. Preparing one set of copies for the requestor and one set of copies for college FOIA files.
  - iii. Ensuring that confidential information (as defined under the FOIA) is appropriately redacted from records prior to release.
  - iv. Mailing requested documents within the statutory timeframe and/or arranging a time and place for the requestor to inspect requested materials at the College.
  - v. Employees affected by the request/response will be notified.
3. Copies of Guidelines: Grand Rapids Community College will provide copies of these procedures and guidelines and a summary of these procedures and guidelines with each written response or provide a link to an on line version of these documents. If a request is denied, in full or in part, Grand Rapids Community College will provide the requester an explanation of the basis of the denial under the FOIA, and give notice to the requester of his or her remedial rights.  
MCL 15.235(4)

F. Notification of FOIA Request.

1. Upon receipt of a FOIA request, Grand Rapids Community College's FOIA Coordinator will email or fax the office or offices that might possess records responsive to the FOIA request.

G. Assessment of Fees for a FOIA Request.

1. When Fees may be Charged: The FOIA permits Grand Rapids Community College to charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material, but only if the failure to charge a fee would result in unreasonably high costs to Grand Rapids Community College because of the nature of the request in the particular instance, and Grand Rapids Community College specifically identifies the nature of these unreasonably high costs. MCL 15.234(1) and (3)
2. Calculation of Fees: The following fee guidelines for calculating labor and material costs incurred in processing FOIA requests are established pursuant to MCL 15.234(3):
  - i. Fees will be uniform and not dependent upon the identity of the requesting person.
  - ii. Fees will be itemized using a [detailed itemization of fees](#) and will include:
    - a. Labor costs for the search, location, and examination of public records will be calculated using the hourly wage of Grand Rapids Community College's lowest paid employee capable of conducting the search, location, and examination, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.
    - b. Labor costs for the review of public records and separation and deletion of exempt from nonexempt material will be calculated using the hourly wage of Grand Rapids Community College's lowest paid employee capable of conducting the review and separation and deletion of exempt from nonexempt material, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of

- fringe benefits, not to exceed the actual cost of fringe benefits.
- c. Nonpaper physical media costs will be calculated using the actual and most reasonably economical cost of computer discs, computer tapes, and other digital and similar media provided by Grand Rapids Community College.
  - d. Duplication and publication costs will be calculated using the actual total incremental cost of necessary duplication or publication of a public record, not including labor. The actual and incremental cost, calculated per sheet, shall be charged and will not exceed 10 cents per sheet of paper for letter or legal size paper. Grand Rapids Community College shall use the most economical means available for making copies, including the use of double-sided printing, if cost-saving and available.
  - e. Labor costs for the duplication or publication of public records, including making paper copies, making digital copies, or transferring digital public records to be produced on nonpaper physical media or through electronic means, will be calculated using the hourly wage of Grand Rapids Community College's lowest paid employee capable of duplicating or publishing the public records, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.
  - f. Actual costs of mailing using a reasonably economical and justifiable manner.
- iii. No Department employee shall stipulate to work overtime or include overtime wages in the labor costs described in these procedures and guidelines.
  - iv. If a requester submits an affidavit of indigency, the first \$20.00 of a fee will be waived. A requesting person must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

- v. Labor costs for monitoring an inspection of original records will be calculated using the hourly wage of Grand Rapids Community College's lowest paid employee capable of monitoring the inspection. Note: Section 3(3) of the FOIA, MCL 15.233(3), provides, in pertinent part, that "[a] public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction."
- vi. If a statute authorizes the sale or production of public records to the public for a specified fee or if a fee for production of public records is otherwise set by statute, Grand Rapids Community College will charge the statutory fee in lieu of a fee calculated using the guidelines set forth above.

#### H. Deposit Requirements.

If Grand Rapids Community College estimates a fee to process a FOIA request greater than \$50.00, Grand Rapids Community College will require a good-faith deposit from the requestor before providing the public records to the requestor. The deposit shall not exceed 1/2 of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by Grand Rapids Community College regarding the time frame after a deposit is received that it will take Grand Rapids Community College to provide the public records to the requestor. The time frame estimate is not binding upon Grand Rapids Community College, but Grand Rapids Community College shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

#### I. Appeals of Fees and Disclosure Determinations.

If Grand Rapids Community College charges a fee or denies all or part of a request, the requestor may submit to the head of Grand Rapids Community College a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed.

#### J. Records

Copies of all written requests for information shall be kept on file in the FOIA Coordinator's office for three (3) years. FOIA requests will be summarized annually and archived by General Counsel.

XI. Forms

None

XII. Effective Date

October 17, 2012

XIII. Policy History

Adopted August 10, 2005

Revised to conform to new legislation: October, 2015

XIV. Next Review/Revision Date

October, 2019