

**CITY OF HARPER WOODS
19617 HARPER
HARPER WOODS, MICHIGAN 48225
313.343.2510 OR hwclerk@comcast.net**

**FREEDOM OF INFORMATION ACT
REQUEST FORM**

TO BE COMPLETED BY PERSON ORIGINATING REQUEST:

1. **NAME:** _____

2. **STREET ADDRESS:** _____

3. **CITY:** _____

4. **HOME PHONE:** _____ **BUS PHONE:** _____

5. **I REQUEST TO : (CHECK ONE)**

_____ a. **Visually inspect**

_____ b. **Copy by hand**

_____ c. **Receive photocopies**

_____ d. **Electronic Copy**

6. **I REQUEST THE FOLLOWING SPECIFIED RECORDS OR INFORMATION:**

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I UNDERSTAND THAT THIS REQUEST FOR INFORMATION WILL BE RESPONDED TO WITHIN FIVE (5) WORKING DAYS. I HAVE READ THE ATTACHED CITY POLICY AND UNDERSTAND THAT THE CITY MAY CHARGE FEES TO COVER THE COST OF PROVIDING THIS INFORMATION.

SIGNATURE

DATE

FOR CITY USE ONLY:

_____ **APPROVED**

DATE _____

_____ **DENIED**

Signature _____

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**FREEDOM OF INFORMATION ACT POLICY
ADOPTED JULY 14, 2003**

SUMMARY

The Freedom of Information Act states in summary, that upon an oral, written, facsimile, electronic mail or other electronic request which describes the public record sufficiently to enable the public body to find the public record, a person has a right to inspect, copy, or receive photo copies or electronic copies of a public record of a public body except as otherwise expressly provided by the exceptions set forth in the law.

IMPLEMENTATION

The following procedures shall be followed on all requests for information or copies of public records:

1. Where there is no question that the information requested may be provided to the public, the public may:
 1. Visually inspect public records.
 2. Copy public records by hand.
 3. Receive photocopies of public records.
 4. Subscribe to future issuances of public records.
 5. Receive public records in an electronic format (if available).
2. Where there is a question in the mind of the Department Head or staff of whether the information requested may or should be provided the public for any reason, the following procedures shall be followed:
 1. The individual shall place the request for information in writing on either the City provided form, or in a letter addressed to the City's Freedom of Information Act coordinator.
 2. The Freedom of Information Act coordinator shall review the request and provide access to the requested records as provided for in paragraph "A" above if such request is not exempt from disclosure as specified in section 15.243 of the Freedom of Information Act.

COSTS

- A. The City may charge fees to cover the cost of providing the information as determined by the Freedom of Information Act coordinator.
- B. Fees collected shall be limited to:
 - 1. Actual mailing costs.
 - 2. Actual incremental cost of duplication, including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information.
 - 3. Labor costs equivalent to the lowest paid public body employee capable of retrieving the information necessary to comply with the request under the act.
- C. The cost per page of duplication shall be \$.25.
- D. The cost of computer diskettes shall be consistent with the City's purchase price.
- E. At the time a request for information is made, the City may request a good faith deposit from the individual if the anticipated fee exceeds \$50.00.
- F. The fee as a general policy shall be paid at the time the information is provided. Failure to pay the fee shall negate the request for the information. If the individual is billed the fee, and fails to pay the fee, the City shall not provide additional information until all past fees are paid in full.

DENIAL OF REQUESTED INFORMATION - APPEAL PROCESS

As provided for under the Act, a denied request for information is subject to appeal. Persons who are denied requested information may submit a written appeal to the City Manager, with the word "appeal" specifically stated, and the reason or reasons why denial of the information should be reversed.

ADMINISTRATION

The Freedom of Information Act coordinator is authorized and shall carry out all the provisions of the Freedom of Information Act. The provisions of this Act shall be followed as if they were listed completely in the Policy Statement.