

MICHIGAN FREEDOM OF INFORMATION ACT REQUEST GUIDELINES

ST. CLAIR TOWNSHIP

1539 S. Bartlett Rd.

St. Clair, MI 48079

<https://stclairtp.org>

The following is a review of how to submit a request for information under the Michigan Freedom of Information Act, MCL section 15.231 *et seq.*, ("FOIA") from St. Clair Township.

St. Clair Township complies with FOIA. This law offers a person the opportunity to request public information that the St. Clair Township may have in its possession.

1. In order to complete a request for information, the requester **MUST** fill out the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST**. This form is available at the Township Offices, 1539 S. Bartlett Rd., St. Clair, MI 48079. It may also be downloaded from the Township's Website at <https://stclairtp.org>
2. Once the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST** is received by the Township of St. Clair--whether in person, or by regular mail, or by email--it will be date stamped and forwarded to the FOIA Coordinator and any Department Heads the request may concern.
3. The Township FOIA Coordinator will review the request and determine:
 - a. If it seeks records that are non-exempt pursuant to the statute; and
 - b. If the Township can honor the request in five (5) business days as required by law.
4. The requester will be notified by letter, phone, or email if the information exists and is non-exempt, and whether it will be available in five (5) business days. If the FOIA Coordinator determines disclosure will take longer than the five (5) business days allowed by law, a letter will be sent to the requester clearly stating that fact, and an extension of ten (10) business days to comply will be requested. At that time, a good-faith estimate of the costs involved will be provided to the requester.
5. When the requested information is gathered in compliance with the statute, the FOIA Coordinator will either call or email the requester to indicate that the information is ready for delivery upon payment in full.
6. If the requester's application is denied, a letter will be sent stating why the request was denied.
7. The requester may appeal a denial in writing to the St. Clair Township Supervisor.

I acknowledge that I have read the above procedures regarding the St. Clair Township F.O.I.A. requests.

Signed

Date

St. Clair Township
Department of the Township Clerk
1539 S. Bartlett Rd.
St. Clair, MI 48079
(810) 329-9042
clerk@stclairtp.org

FREEDOM OF INFORMATION ACT REQUEST FORM

Application Fee: Based on materials requested
*See fee schedule below
(Receipting Code: COPIES)

Requester's Name:		
Requester's Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email Address:		

REQUESTED INFORMATION:

Please clearly describe the information being requested. If additional space is needed, please turn page over and continue the description.

Please note that some information may be available on the St. Clair Township Website.

Please visit <https://stclairtp.org>

HOW WOULD YOU LIKE TO RECEIVE YOUR INFORMATION?

Please review the choices below and clearly fill out the section that states how you would like to receive your information:

Check Choice	Choices	Regarding this choice
	Just Review Information	You must provide dates and times you are available to meet with the FOIA Coordinator
	Copies Made and Mailed or Picked Up	I understand that if St. Clair Township requires outside sources to produce the requested information additional costs may be charged to me.
	Emailed to me	Please provide email address: _____
	USB or CD for copying purposes	I will agree to pay the cost of the device as incurred by St. Clair Township.

I have read the above information and completed the form to the best of my ability.

Signature: _____

Date Application Submitted: _____

FREEDOM OF INFORMATION COSTS ST. CLAIR TOWNSHIP

ITEM CHARGED FOR	RATE	# OF ITEMS	TOTAL DUE
Hourly Rate for Employee	*\$16.00		
Benefit Charge for Employee			
Cost of Copies	.10 cents each		
Cost of Non-Paper Media (CDs, flash drives)			
Actual Postage Costs			
Cost to Produce Public Records – paper or electronic form			
TOTAL COST OF REQUEST			

*Hourly rate charged in fifteen (15) minute increments according to adopted FOIA Policy

Charges are always rounded down

A good faith deposit of 50% is required for all requests that exceed \$50.00

A 100% deposit is required for anyone who has previously requested a F.O.I.A. and has failed to pick them up in a timely manner (within 30 days of the date the request is due to be completed).