



## Freedom of Information Act (FOIA) Request for Public Records

Beginning July 1, 2015, significant new regulations took effect governing how public bodies administer and respond to requests under the Freedom of Information Act (FOIA), PA 442 of 1976. The changes were approved and signed into law by Governor Snyder on January 11, 2015 as PA 563 of 2014. The changes impact nearly every area of FOIA, including local policies required for FOIA administration, fees categories and methods of calculation, good-faith deposits and fee waivers, records available on the public body's website, and the appeal process.

The most significant change made by the amendment is that public bodies are required to establish specific written procedures and guidelines to implement FOIA, including a standard fee itemization form, and separate written public summary.

Another significant area of change is the categories and manner in which fees may be charged. The amendment established six fee components for which a public body may charge, generally requires labor costs to be charged in increments of fifteen minutes and permits a multiplier to be applied to cover part of the cost of fringe benefits.

### FOIA REQUESTS

FOIA requests for public information should be submitted to the City Clerk's office. You may mail, fax, email or hand-deliver your request. Please refer to the Clerk's homepage for contact information.

- Click here for the [FOIA Request for Public Records](#) form for you to complete
- Click here for the City's [FOIA Summary of Procedures and Guidelines](#)
- Click here for the City's complete [FOIA Procedures and Guidelines](#)
- Click here for [FOIA Fee Itemization](#) form which will be completed by the Clerk's Office