

ACME TOWNSHIP FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES SUMMARY

The following is a summary of the Acme Township Freedom of Information Act (“FOIA”) Procedures and guidelines. The purpose of this summary is to provide a summary regarding how to submit written requests, and to explain how to understand written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. Note this is a summary of the Procedures and Guidelines which implements the FOIA (MCL 15.231 *et seq*).

1. Submission of Written FOIA Requests:

If you would like to view or to have copies of public documents then you must submit a written request to Acme Township. You can submit your own request or use the Township’s FOIA form. Deliver each FOIA request to the Acme Township Clerk by hand delivery, mail, email or fax. Each request must contain the following:

- a. Your name and address
- b. A statement that this is a FOIA request in the heading or first sentence
- c. A clear and concise description of the documents you are requesting
- d. Whether you would like copies (paper, disc, email, etc) or would like to view them at the Township Hall.

2. Acme Township’s Written Response

You will receive a response from Acme Township within 5 days of the receipt of your FOIA request. The response will take the form of one of the following:

- a. A grant of your request with either an invoice for a good faith deposit or the requested documents and an invoice. If a good faith deposit is required it must be paid prior to receipt of the documents. If you requested to view the documents, the time and place for viewing.
- b. A certificate that the documents you requested do not exist.
- c. A complete or partial denial. Any denial will include the reasons for denial and describe your rights to appeal the denial.
- d. An extension for 10 days. If you receive an extension response, you can expect a second response taking the form of a.-c. above within the time line of the extension.

3. FOIA Costs

Acme Township will charge for copies and actual mailing costs for FOIA responses. It will also charge for document searches, examination, review, and deletion or separation of exempt documents, when failure to do so would result in unreasonably high costs to the Township. Your invoice will be attached to the FOIA response as set out above. Costs will be set out on the attached invoice form. In cases where the charges are estimated to exceed \$50.00, you will be required to make a good-faith deposit of 50% of the estimated charges.

4. Appeals

If your FOIA request is denied in part or whole, you will have the right to appeal. You can appeal in one of two ways.

- a. You can appeal to the Township Board asking for the Board to reverse the denial;
or
- b. You can appeal to the Grand Traverse County Circuit Court asking a judge to reverse the denial.

5. FOIA Questions

If you have further questions, the Acme Township Freedom of Information Act Procedures and Guidelines sets out the rules in more detail. You may also ask the Acme Township Clerk.