Northville District Library Procedure:
Handling FOIA Requests

All FOIA requests shall be processed according to MCLA 15.231 et seq., as stated in the Northville District Library Policy on Freedom of Information Act.

All FOIA requests shall be made in writing.

The staff member who first receives the requests shall date it upon receipt and forward it to the FOIA Coordinator (Library Director).

The FOIA Coordinator shall respond in writing to a request within 5 business days of receiving the request, unless agreed to in writing by the requesting person.

The FOIA Coordinator, or designee, will do one of the following:

1. Grant the request.
2. Deny the request and provide the reason why the request is subject to denial.
3. Grant the request in part and deny the request in part.
4. Provide a notice extending for not more than 10 business days in which the library will respond to the request.

The Library may charge a fee for the copying, search, examination, review or redaction of public records, as allowed by the Michigan Freedom of Information Act.

FOIA request denials may be appealed to the Library Board of Trustees, as stated in the Northville District Library Policy on Appeals to the Board of Trustees

All FOIA requests shall be kept by the Library for the period of one year.

Reviewed 2015