

**Northville District Library
Policy on
Freedom of Information Act**

The Michigan Freedom of Information Act (FOIA) MCL 15.231 et. seq. provides that all persons are entitled to full and complete information as to a public body's fulfillment of its statutory functions. The Northville District Library adopts this policy pursuant to the requirements of the Michigan Freedom of Information Act in order that the public be informed of the Library's procedures for processing FOIA requests.

How to Submit a FOIA Request to the Northville District Library:

A person may submit a written request that describes the public records sufficiently enough to allow the public body to locate the requested information. Requests can be submitted by letter, in person or sent by email to the Library's FOIA coordinator. The Library Board designates the Library Director to serve as FOIA coordinator. All requests should be directed to the FOIA coordinator at the following address:

Northville District Library
Attn: Library Director/FOIA Coordinator
212 W. Cady St.
Northville, MI 48167

email at: nortref@northvillelibrary.org or via fax: 248-349-8250

Requests must include:

- the requesting person's complete name
- the requesting person's address
- the requesting person's telephone number and email address

Under the FOIA statute, the Northville District Library, may, but is not required to respond to a verbal request.

Responding to a FOIA Request

The Northville District Library will respond to FOIA requests within 5 business days of receipt. The Library also has the right to extend that time period to 10 business days.

The Northville District will provide copies of the records that fall under the scope of the request and that legally may be disclosed to the public. If some or all of the requested records are readily available on the Library's website, respondents will be directed to the specific webpage that contains that information.

If the Northville District Library denies a FOIA request, the Library will provide that denial in writing indicating the reason why the request could not be fulfilled

Such reasons could include the following:

- The description of the records provided was not sufficient enough to determine what information was being requested
- The Northville District Library does not have the requested records in its possession
- The records that were requested are exempt from public disclosure

Fees Charged for FOIA Requests

The FOIA statute does allow government agencies to charge a fee to process FOIA requests. Depending upon the scope of the request, the Northville District Library may charge for any of the following costs:

- The costs of labor to search, locate and examine the requested records
- The costs of labor for review of the requested records for the purposes of separating and deleting information that is exempt from FOIA requests
- The cost of providing nonpaper physical media
- The cost for duplicating and publishing the requested information
- The cost of labor for duplicating and publishing the requested information
- The cost of mailing the requested information

The Northville District Library will provide the requestor with a detailed itemized list of the cost of fulfilling their request. It will also include an estimate of the time frame needed to complete the request.

If the cost of fulfilling a specific request is greater than \$50.00, the Northville District Library may require a 50% deposit from the requestor before fulfilling their request.

If a person is indigent and cannot afford the fee and the requested deposit (if any), a reduction of the fee by \$20.00 can be granted if the requesting party provide an affidavit stating they are on public assistance or stating the facts that preclude them from paying the requested fee.

Appeals Process

If the Northville District Library denies a FOIA request and/or a waiver of fees, the requestor has the right to submit a written appeal to the Northville District Library's Board of Trustees. The written appeal must contain the word appeal and the request should identify the basis for which the records disclosure decision or fee waiver decision should be reversed.

The Board of Trustees will consider the appeal at its next regularly scheduled board meeting.

If the Board of Trustees does not grant the appeal, the requestor has the right to file a civil action in the court system within 180 days of the Northville District Library's final determination of the FOIA request.

Approved by the Board of Trustees Aug. 26, 1999
Reaffirmed by the Board of Trustees May 26, 2005
Revised by the Board of Trustees December 20, 2012
Reaffirmed by the Board of Trustees March 22, 2018
Revised by the Board of Trustees May 25, 2023