

GREENVILLE PUBLIC SCHOOLS POLICY

Policy: 816 Description: PUBLIC REVIEW AND INSPECTION OF RECORDS – FREEDOM OF INFORMATION ACT	Issued: May 10, 1999 Revised: June 13, 2005, May 11, 2015 Page 1 of 1
References: MCL 15.231 et seq.; Michigan Freedom of Information Act	

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve or appoint a cabinet-level administrator as FOIA coordinator for the District. All records except those exempt from disclosure under the Act shall be open to inspection by the general public during the regular office hours of any school building or the central office. Copies (paper or electronic) of records which are not exempt from disclosure will be available on request.

FEES

The District may charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law. A detailed fee itemization will be provided on a standard form that meets the requirements of the law.

APPEALS

If a request for disclosure of record(s) is denied, procedures for appeal of the decision shall be provided along with the denial, in accord with the law.