

Tawas Area Schools Administrative Guidelines

8310A - PUBLIC RECORDS

The District's public records, as defined under the Freedom of Information Act ("FOIA"), are available for public inspection and/or copying in accordance with the following administrative guidelines. The rights and obligation of the District and requesters under FOIA are subject to M.C.L. 15.231, et. seq. Exemptions are specified in M.C.L. 15.243.

Designation of Officers

The Superintendent's secretary shall be the District Records Officer (DRO) as well as the FOIA Coordinator.

Procedures

The following procedures shall be followed in connection with requests to inspect and secure copies of School District records:

- A. Requests to inspect or secure copies of records shall be submitted to the Superintendent's secretary.
- B. The Superintendent will determine and advise the requester, within five (5) days, whether the records specified in the request are available for inspection and copying.
- C. With respect to records which are determined to be available, the Superintendent's secretary will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee. The Superintendent's secretary will establish a time and date for inspection and copying of the requested records. If the records are available on the District's website, the District may refer the requester to the website location as its response to the request.
- D. At the request of the requestor, the Superintendent's secretary shall make arrangements for the record to be transmitted electronically via the medium selected by the requester, if the District has the technological capability to comply with the request.
- E. With respect to records which are determined not to be available, the Superintendent will note the reason for unavailability.
- F. Records may be inspected only at the Office of the Superintendent or at such other place as may be designated by him/her. No record may be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.
- G. Requests by mail, fax, or E-mail for copies of available records may be addressed to the Superintendent's secretary, and will be honored upon payment of any required fee, provided the requestor and the record of which a copy is requested are sufficiently identified to make compliance practicable.

Location and Time

Records shall be made available at the Superintendent's Office, during the hours of 10:00 a.m. to 2:00 p.m. Monday through Friday, with the exception of the holidays when District Schools are closed.

Fees

Upon written request, copies of said records shall be provided for a fee which will be no more than the actual cost for the duplication plus any allowable costs which will be charged at an hourly rate equal to the lowest paid full-time staff member capable of retrieving, examining and/or reviewing the information being sought by the requester. The FOIA Coordinator shall be responsible for determining which type of public records requests could require a fee payment for search, examination, review, deletion, and separation of exempt from nonexempt information in the record, because the cost would create unreasonably high costs to the District. In such instances, the requester is to be informed, in advance, of the special fees and the reasons thereof.

M.C.L. 15.231, et. seq.

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