

## ***Dr. Joseph F Pollack Academic Center of Excellence***

### **How to File A FOIA Request**

To make a FOIA request:

- You may write to us via regular U.S. mail. If you choose to send your request via U.S. mail you **MUST**:
  - (a) write the words "Freedom of Information Act Request" at the top of your letter and on the outside of the mailing envelope,
  - (b) date your request,
  - (c) indicate how the records are to be provided, whether on non-paper, physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies,
  - (d) give us your daytime telephone number and/or daytime e-mail contact address so that our staff can get in touch with you during normal business hours if they have questions,
  - (e) provide as much information as possible regarding each document you are seeking.
  - (f) you should specify the maximum search fee that you are prepared to pay for this request. The public will not be charged more than .10 for each page,
  - (g) Send your letter to the following address:

Dr. Joseph F Pollack Academic Center of Excellence  
23777 Southfield Road  
Southfield, MI 48075  
Telephone: 248-569-1060 ext. 2004  
E-mail: [jhill@pacek-8.org](mailto:jhill@pacek-8.org)

You may fax it to (248) 569-1403, with the same information required for U.S. mail submissions listed above.

If you have a concern or complaint about how your FOIA request has been handled, please contact the FOIA Representative – Damian Perry.

- E-mail: [Jwhitaker@pacek-8.org](mailto:Jwhitaker@pacek-8.org)
- Telephone: 248-569-1060 ext. 2005
- U.S. mail address:

Dr. Joseph F Pollack Academic Center of Excellence  
Attn: FOIA Representative  
23777 Southfield Road  
Southfield, MI 48075