

# **Van Buren Public Schools**

## **Freedom of Information Act (FOIA) Guidelines**

**Effective: July 1, 2015**

Van Buren Public Schools, being a public educational entity, complies fully with the Michigan Freedom of Information Act enacted in 1976 and as most recently amended in December 2014.

### **Submission of FOIA Requests**

Requests in person or writing can be submitted to:

Debra McWilliams  
Administrative Assistant to the Superintendent  
Van Buren Public Schools  
Superintendent's Office  
555 W. Columbia  
Belleville, MI 48111

Requests by e-mail can be sent to [dmcwilli@vanburenschools.net](mailto:dmcwilli@vanburenschools.net).

For more information, please contact the Superintendent's office at 734-697-9123.

### **FOIA Charges**

The district will charge:

- .10¢ a copy per page;
- .03¢ for each address label
- \$10.00 for a video, DVD, or CD.

The district will also charge, where applicable, labor costs (not more than the hourly wage of the lowest paid employee); labor costs for reviewing and deleting exempt information; reasonable costs to provide the requested information in electronic format; labor costs for duplication and actual costs of mailing. Van Buren Public Schools will also provide an approximate cost in advance upon request.

### **Payment of FOIA Requests**

Invoices indicating a summary breakdown of all charges will be provided to the person/organization making the request as authorized by FOIA Section 4(1), MCL 15.234(2). Checks should be made payable to the Van Buren Public Schools.

A sample invoice is shown below.

**Van Buren Public Schools**  
555 W. Columbia  
Belleville, Michigan 48111

Attention: Debra McWilliams, Administrative Assistant to the

Superintendent INVOICE #XXXXXX

DATE:

TO:

FOR: FOIA Request

Copies: #of pages @ .10¢ =

Labor Charges:

Postage:

Other: (DVD, CD, Video)

TOTAL DUE: \$

**Please make check payable to: Van Buren Public Schools**