

## **ATTACHMENT I – PUBLIC SUMMARY**

This is only a summary of the City of Saginaw's FOIA Policy. For more details and information, a copy of the City's FOIA Policy is available at no charge at the City Manager or City Clerk's offices and on the City website at <http://www.saginaw-mi.com/FOIA>.

### **Right to Request Public Records**

All Freedom of Information Act requests must be submitted in writing to the City's FOIA Coordinator. This includes requests received by facsimile, electronic mail or through other electronic means. Requests received by facsimile, electronic mail, or other electronic transmission are not considered received until one (1) business day after the electronic transmission is made.

### **City's Duty to Respond**

Within five (5) business days after receiving a request for public records the FOIA Coordinator or designee will:

- Grant the request and provide records requested;
- Grant the request in part and deny the request in part;
- Deny the request because the records do not exist or are not subject to disclosure;
- Request an extension of ten (10) business days for additional response time;
- Issue a written notice indicating that the requested public record is available at no charge on the City's website; or
- Request a deposit.

### **Fees**

In accordance with the FOIA, the City will charge fees for:

- The actual labor costs for searching for, locating, and examining records;
- The actual labor costs for redacting records;
- Non-paper physical media;
- Paper copies;
- The actual labor costs for duplication or publication of records; and
- Mailing.

The City may charge a deposit if the anticipated cost of granting the request is expected to exceed \$50.00. In such cases, a notice to provide a good faith deposit of 50% of the cost prior to granting the request will be sent. Under limited circumstances, the City may charge a 100% deposit from an individual who has not paid a previous FOIA fee in full.

Indigent individuals and certain non-profit organizations may receive up to a \$20.00 discount or credit for fees.

### **Right to Appeal**

An individual has the right to undertake either of the following actions to appeal a denial of a request or fee charged in association with a request:

1. Submit to the City Council a written appeal that specifically states the word "appeal" and identifies the reasons reversal of the disclosure denial or fee charged is appropriate.
2. Seek judicial review in the Saginaw County Circuit Court.

The City Council is not considered to have received an appeal until the first regularly scheduled City Council meeting following submission of the appeal.