

Title Processing Freedom of Information Act (FOIA) Requests	ID Number
Office Office of the Superintendent/State Board of Education	Effective Date. <b>Immediately</b>
	Modification Date.
Purpose	

Upon receipt of a Freedom of Information Act (FOIA) request, the receiving office should date stamp the request and immediately deliver it to Eileen Hamilton, FOIA Coordinator for the MDE (Pillar F-13, Fourth Floor, John A. Hannah Building, 608 West Allegan, Lansing, Michigan).

Each office will provide **two copies** of the requested information (or written explanation of extension or denial) to the FOIA Coordinator within four business days so that a response can be prepared. **Information on staff time, rate of pay, and number of pages for one copy must also be provided.**

The Department of Education will charge \$.08 a page for copied material, plus the rate of pay for the lowest paid MDE employee capable of retrieving and copying the information, and actual mailing costs for each request for existing records.

Each office will provide adequate space between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, which shall be available for use by those persons requesting review of records.

The FOIA Coordinator will maintain files of each Freedom of Information request made to the Department and the Department's response for a period of one year.

Responses placed in the mail before or by the end of the fifth business day from the date upon which the request was received will be deemed to constitute a timely response to any question made under this Act. This policy also shall apply to the ten day extended response period.

Based upon this Department's policy of full and open disclosure of public records, it is unlikely that court proceedings will be instituted against the Department under the Act. However, if such a proceeding is commenced, the FOIA Coordinator and Superintendent of Public Instruction are to receive notification immediately.

The MDE Office which is responsible for a denial which results in a court action to compel disclosure shall assemble all relevant documents which relate to the denial. The Office also shall designate a representative to work in conjunction with the FOIA Coordinator and the Attorney General in defending the suit.

Questions about these procedures and/or assistance in compliance with the Freedom of Information Act may be directed to Eileen Hamilton, FOIA Coordinator ([hamiltone@michigan.gov](mailto:hamiltone@michigan.gov)).

