

Sheriffs' Coordinating and Training Council Written Public Summary of the Agency's Freedom of Information Act Procedures and Guidelines

A. How to submit written requests.

FOIA requests to the Sheriffs' Coordinating and Training Council (Agency) can be sent by email or mail to:

Email: rnoordhoek@msctc.org

Michigan Sheriffs' Coordinating and Training Council
c/o FOIA Coordinator
620 S. Capitol Avenue, Suite 320B
Lansing, MI 48933

Requests should include a name, phone number, mailing address or e-mail address.

B. How to understand the Agency's written response to FOIA requests.

The Agency has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one 10 business day extension. After 10 business days pass, the Agency has to respond with one of the other options.

If the request is granted or granted in part and denied in part, the Agency can also charge a fee to process the request. There is no fee for requests that do not require the Agency to incur costs above the threshold set in its Procedures and Guidelines. Fees are calculated using its procedures and guidelines and you will receive a detailed itemization of the fee. The Agency may require you to pay a good-faith deposit before it processes your request. After you pay the deposit and final balance due, the Agency will produce records in its possession that fall within the scope of your request and that legally may be disclosed to the public. The Agency may also notify you that some of the records you have requested are available on its website.

If the request is denied, the Agency will inform you of the basis for its denial in a written notice. Reasons the Agency may deny a request include:

1. You did not describe the records you have requested well enough and the Agency cannot determine what you are asking for;
2. The Agency has determined that it does not have records that respond to your request in its possession; or
3. The records you have requested are exempt from public disclosure.

If all or part of your request is denied, the Agency will inform you of your right to appeal its denial to the head of the Agency and/or to file a lawsuit against the Agency in its written response.

C. Deposit requirements.

If the Agency estimates a fee to process a FOIA request greater than \$50.00, the Agency will require a good-faith deposit from you before providing the public records. The deposit shall not exceed $\frac{1}{2}$ of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by the Agency regarding the time frame after a deposit is received that it will take the Agency to provide the public records. The time frame estimate is not binding upon the Agency, but the Agency will provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

D. Fee calculations.

The FOIA permits the Agency to charge a fee to process FOIA requests using a form to give you a detailed itemization of the costs involved. The Agency may charge for the following costs:

1. the costs of labor for the search, location, and examination of public records;
2. the costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
3. the cost of nonpaper physical media;
4. the cost of duplication and publication of public records;

5. the costs of labor for the duplication or publication of public records;
6. the actual cost of mailing public records.

E. Avenues for challenge and appeal.

If the Agency charges a fee or denies all or part of a request, you may submit to the head of the Agency a written appeal that specifically states the word “appeal” and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the Agency or the person designated by the Agency to respond to written appeals.