

CHARTER TOWNSHIP of CLAYTON

FOIA GUIDELINES (Freedom of Information)

The Clayton Township FOIA coordinator shall be the (Township Supervisor suggested).

The coordinator may designate another individual to act on his behalf in accepting and processing the requests.

All requests shall be submitted to the Clayton Township FOIA coordinator on either a Township approved form or in letter form containing the following: name, address, phone number of person(s) requesting information, public records being requested and type of request (inspection, copy, both, and/or subscription).

All requests will receive a response from the coordinator.

FOIA Requests Forms will be made available by Clayton Township.

FOIA requests will be processed no later than five (5) business days after receiving the request, except in situations when the request is extensive or unusual one then (1) notice may be given extending the response period for no more than 10 additional days.

FOIA requests may be fully granted, denied in full or denied in part. If denied or denied in part the coordinator must state in writing the reason(s) for the denial.

If a FOIA request is denied, in full or in part, an appeal may be made to the Township Board in written form. The appeal, submitted by the requesting party, must contain the word 'appeal' and identify the reason(s) for the reversal of the disclosure denial. The Township Board will be considered to have received a written appeal at the first regularly scheduled meeting of the Board following submission of the written request and will have 10 days in which to either (1) reverse the denial, (2) issue a written notice upholding the denial, or (3) reverse the denial in part and issue a written notice upholding the denial in part. For extensive and/or unusual requests the Township Board may issue one notice extending the response period for no more than 10 additional business days.

All FOIA requests, regardless of disposition, will be kept on file for no less than one (1) year.

Township forms will request the following information:

PART 1:

- a) Name of requesting person
- b) Address
- c) Phone number
- d) Public records being requested
- e) Type of request (inspection, copy, both, subscription)

PART 2:

- a) Request received by
- b) Date and time
- c) Request forwarded to
- d) Date request completed
- e) Disposition of request (granted, denied, denied in part)
- f) Signature of coordinator.

PART 3: Fees will be calculated upon the following:

- a) Duplication costs based on \$.05 per copy
- b) Postage, fax, discs, envelopes, etc.
- c) Mileage reimbursement
- d) Labor based on lowest paid employee capable of retrieving information

PART 4: Information statements re: person(s) right to appeal denials to the Township Board; requests by electronic transmission will not be considered received until one business day after request was transmitted; requests will be answered in written form and/or duplication of computer discs.