

- A. **PURPOSE.** To provide for uniform receipt and service of Michigan Freedom of Information Act requests.

- B. **LEGAL AUTHORITY.** MSA 4.1801 (1); MCL 15.231, et seq., as amended by PA 553 of 1996 and City of Grand Rapids Administrative Policy 91-02.

- C. **REQUESTS.** All requests for documents under the Michigan Freedom of Information Act must be:
 - 1. In written form pursuant to MCL 15.233 Section 3 (1).
 - 2. Completed within five (5) business days or notice of extension sent to requester as required by MCL 15.235 Section 5 (1-7).

- D. **DENIALS.** When the Department elects to deny a request for documents exempted by the Freedom of Information Act, the denial reply will state the specific reason for denying the request or parts of the request.

- E. **SPECIFIC RESPONSIBILITIES**
 - 1. Employees shall:
 - a. Personally deliver Freedom of Information requests received between 0800 - 1700 hours to the Freedom of Information Act Coordinator.
 - b. Forward Freedom of Information requests to the Freedom of Information Act Coordinator when received at any other time.
 - c. Assist the Records Unit when required to review or provide documents, photographs, reports, or information necessary to respond to Freedom of Information Act requests.
 - 2. The employee receiving a Freedom of Information Act request outside the hours described in subparagraph 1.a. shall:
 - a. Place the Freedom of Information Act request in an envelope.
 - b. Write "FOIA", their name, badge number and the date and time the request was received on the envelope.

- c. Place the inscribed envelope in the FOIA Coordinator's tray.
3. The Records Unit Commander shall approve all responses to Freedom of Information Act requests, except as directed by the Chief of Police.