

INFORMATION REQUEST

VILLAGE OF SPRINGPORT COPY, FOIA AND ORDINANCE CHARGES POLICY

Revised and adopted 06.08.2000

The Village of Springport does hereby establish the following charges for document reproduction:

1. Copies of documents un-related to Village business. .20 per single sided page.
2. Copies of documents related to F.O.I.A. requests. .20 per single sided page.
3. Copies of ordinances. .20 per single sided page.
4. Copies of all other requested procedural documents. .20 per single sided page.

Village of Springport

517-857-2510

P.O. Box 128, 120 E. Main St.

DPW: 517-857-2509

Springport, MI 49284

FAX: 517-857-4045

**FREEDOM OF INFORMATION ACT
RESPONSE FORM**

RE: Freedom of Information (FOIA) Request

Your recent request for public record(s) under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq, as amended, is hereby:

Granted, requested record(s) enclosed. Please remit \$ _____ to cover costs.

Granted, however the cost of responding to your request is estimated to exceed \$50.00, therefore a deposit of _____ (1/2 the estimated cost) will be required. Upon receipt of your deposit, the requested record(s) will be provided.

Granted, your name will be placed on a subscription list for future issuances of the requested record(s) disseminated on a regular basis. This subscription shall be valid for six (6) months and shall be renewable only upon written request each six (6) months.

Denied, requested record(s) exempt from disclosure for the following reason(s):

A public record does not exist under the name given or by another name reasonably known by the FOIA Coordinator.

Requested record(s) are of a personal nature and the disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.

Requested record(s) are investigating records compiled for law enforcement purposes.

Requested record(s), if disclosed, would prejudice the public body's ability to maintain the physical security of custodial or penal institutions occupied persons arrested or convicted of a crime or admitted because of a mental disability.

Requested record(s) would prevent the body from complying with Section 444 of subpart 4 of part C of the General Education Provisions Act, 20 USC 1232g.

Requested record(s) are trade secrets or commercial or financial information voluntarily provided to an agency for developing governmental policy.

Requested record(s) are subject to the attorney-client privilege.

Requested record(s) are subject to the physician-patient, psychologist-patient, minister, priest, or Christian Science practitioner privilege, or other privilege recognized by statute or court rule.

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Requested record(s) are a bid or proposal to enter into a contract or agreement prior to the time established for submission or public opening.

Requested record(s) are appraisals of real property to be acquired prior to an agreement for purchase, or less than three (3) years after the appraisal date.

Requested record(s) are test questions and answers, scoring keys, or other examination instruments.

Requested record(s) are medical, counseling, or psychological facts or evaluations which would disclose an individual's identity.

Requested record(s) are communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final determination of policy or action.

Requested record(s) are records of law enforcement communication codes, or plans for deployment of law enforcement personnel.

Requested record(s) would reveal the exact location of archaeological sites.

Requested record(s) are testing data for determining whether bidder's products meet specifications.

Requested record(s) are records of a campaign committee.

Requested record(s) are records of a law enforcement agency and identify an informer, identify an undercover officer, disclose personal address or family members, disclose operations, reveal contents of manuals, endanger life of officers, disclose personnel records of officers, or identify residences agency is requested to check on.

Requested record(s) are records of security measures.

Requested record(s) are information relating to a civil action in which the requesting party and the public body are parties.

Requested record(s) would disclose the social security number of an individual.

Granted in part, denied in part, see above for explanation, record(s) enclosed.

Due to unusual circumstances, as stated below, we are extending the period to respond to your request by ten (10) business days. Your request will be granted, denied, or granted in part and denied in part by _____.

The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request.

The need to collect the requested public records from numerous filed offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.

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If your request for record(s) is denied, you may submit a written appeal, specifically stating "appeal" and stating the reasons for appeal, to the Village Manager, or seek judicial review under Section 10 of the Act within 180 days after the public body's final determination. Within ten (10) days of receiving a request for an appeal, the Village Manager shall a) reverse the denial; b) issue a written notice upholding the denial; c) reverse in part and uphold in part by written notice; or d) issue a notice extending by ten (10) business days the time to decide the appeal.

If after judicial review, the Circuit Court determines that the public body has not complied fully with the disclosure requirements, the Court shall award reasonable attorneys' fees, costs, and disbursements. If the Court determines that the public body has arbitrarily and capriciously violated the Act, the Court shall award punitive damages in the amount of \$500.00.

A copy of this request will be kept on file for no less than one (1) year.

FOIA Coordinator

Date