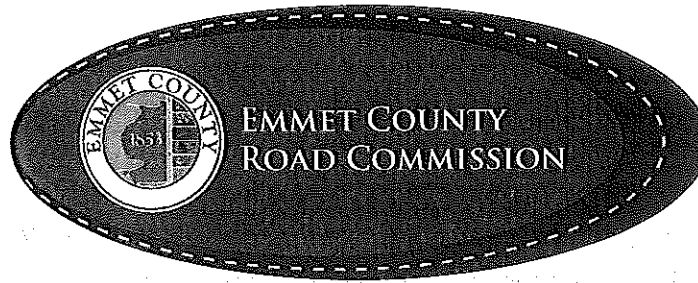


LEROY P. SUMNER
LARRY WILLIAMS
FRANK ZULSKI, JR.
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ENGINEER - MGR.
JUDY FOUCH
CLERK



2265 E. HATHAWAY ROAD
HARBOR SPRINGS,
MICHIGAN 49740
OFFICE: (231) 347-8142
FAX: (231) 347-5787
EMMETCRC@EMMETCRC.COM

POLICY

No. 2015 – 025

SUBJECT: FREEDOM OF INFORMATION ACT

The following policy provides an update of the Freedom of Information Act (FOIA), per the rules depicted in P.A. 563 of 2014.

The Emmet County Road Commission (ECRC) designates the Engineer-Manager as the FOIA officer.

As required in P.A. 563, the ECRC may charge for preparation costs of the least compensated administrative employee's hourly wage. The labor fees will be separated into 4 categories:

- 1.) Searching, locating and examining public records.
- 2.) Separating and deleting non-exempt information.
- 3.) Copying time or time for complying with digital copy requests.
- 4.) Fringe benefits, not to exceed 50% of wages.

Time will be calculated in 15 minute increments, per the P.A.563. If the ECRC Attorney is needed for the response, the ECRC will charge 6 times the State minimum hourly wage rate.

The maximum allowable cost for paper copies is \$0.10 per sheet. Mailing costs will be passed directly along to the requestor, but will be at the least expensive method. For "Non-paper" requests, the Road Commission will charge for direct costs associated with the request.

If the total charge for the FOIA request is under \$20 the ECRC will not charge a fee if the requestor is indigent or a nonprofit organization as designated by the State of Michigan. The ECRC will charge ½ of the estimated fee upfront if the estimate exceeds \$50, per P.A.563.

Information on the procedures and guidelines for a Freedom of Information Act request can be found on the Emmet County Road Commission web-site at:

www.emmetcounty.org/roadcommission/

FOIA requests must be received by written letter, fax or by e-mail to the FOIA officer. Once received, the ECRC has 5 business days to respond to the request one of the following methods:

- 1.) Granting the request
- 2.) Issuing a written notice denying the request
- 3.) Granting the request in part and issuing a written notice denying the request in part.
- 4.) Issuing a notice extending the request an additional 10 business days.

Fees must be paid in full to the Emmet County Road Commission prior to actual delivery of the copied documents.



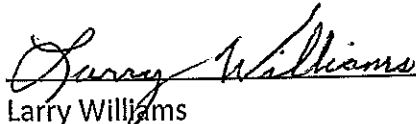
Commissioner Frank Zuluski, Jr.



Commissioner Leroy Sumner

June 17, 2015

Date Adopted



Larry Williams

EMMET COUNTY ROAD COMMISSION

NOTICE OF FREEDOM OF INFORMATION ACT RESPONSE

Date requested received _____

Request received via: ___ US MAIL ___ FAX ___ Email ___ In person

Name and address of Requester _____

Public Records requested _____

Request is ___ Granted ___ Denied (Explanation Attached) ___ Granted in part and
Denied in Part (Explanation Attached)
___ Response period extended up to an additional 10 business days

Fees incurred in responding to request:

___ hrs. x \$ _____ hourly wage = \$ _____

___ copies x \$0.10 per page = \$ _____

Postage (actual cost) = \$ _____

Other (Certification maps / plans) = \$ _____

Total Costs = \$ _____

___ First \$20 of fee waived (Affidavit of Public Assistance or Indigence submitted and accepted)

___ The estimated fee exceeds \$50, a deposit of ½ the total amount must be received by the ECRC prior to the Road Commission response. The deposit of \$ _____ shall be payable by cash, check or money order. Remit to: Emmet County Road Commission, 2265 E. Hathaway Road, Harbor Springs, MI 49740, with a copy of this notice.

Appeal procedure for denial of requested records is available on request.