



CHIPPEWA/LUCE/MACKINAC CONSERVATION DISTRICT

2847 ASHMUN STREET SAULT STE. MARIE, MI 49783

906-635-1278 CLMCD@MACD.ORG WWW.CLMCD.ORG

"Our mission is to assist with land use and management through education, community projects and services."

Chippewa Luce Mackinac Conservation District FOIA Procedures and Guidelines, Effective: March 27, 2024

Preamble: Statement of Principles

It is the policy of the Chippewa Luce Mackinac Conservation District, hereafter referred to as Conservation District, that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Conservation District's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Conservation District acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Conservation District acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The Conservation District will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Conservation District's policy is to disclose public records consistent with and in compliance with State law.

The Conservation District Board of Directors has established the following written procedures and guidelines to implement the FOIA Policy:

Section 1. General Policies

The Conservation District Board of Directors, acting pursuant to the authority at MCL 15.236, designates its **Executive Director, Mike McCarthy** as the FOIA Coordinator. This individual is the only authorized staff to accept and process written requests for the district's public records and approve denials, unless otherwise appointed by the CLMCD Board of Directors.

If a request for a public record is received by email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a District spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review District spam and junk-mail folders on a regular basis, which shall be no less than once a month.

The FOIA Coordinator may, in his discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The District is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other District staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the District on file for a period of at least one year.

The District will make this Procedures and Guidelines document publicly available without charge. If it does not, the District cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document must be publicly available by providing free copies both in the District's response to a written request and upon request by visitors at District offices.

This Procedures and Guidelines document will be maintained on the District's website at: www.clmcd.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2. Requesting a Public Record

No specific form to submit a request for a public record is needed, but the request must be in writing with a note that the request is being made under FOIA.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the District must be submitted in writing via email or letter.

Verbal requests for records may be requested and the FOIA coordinator will write the request on the requesters behalf and have the requestor sign the request for verification.

A request must sufficiently describe a public record so as to enable District personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to the District office. Requests may also be submitted electronically by email to clmcd@macd.org. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3. Processing a Request

Unless otherwise agreed to in writing by the person making the request, the District will issue a response within 5 business days of receipt of a FOIA request. IF a request is received by email the request is deemed to have been received on the following business day.

The District will respond to the request in one of the following ways:

- Grant the request
- Issue a written notice denying the request
- Grant the request in part and issue a written notice denying in part the request
- Issue a notice indicating that due to the nature of the request the District needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record request is available at no charge on the District's website

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, are maintained on the District's website at: www.clmcd.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requestor will be notified of the amount due and where the documents can be obtained.

The cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the District will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the District to process the request and also provide a best efforts estimate of a time frame it will take the District to provide the records to the requestor. The best efforts estimate shall be nonbinding on the District, but will be made in good faith will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the request records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a request public record is exempt from disclosure; or
- A certificate that the request record does not exist under the name or description provided by the requestor, or another name reasonably known by the District; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the District Board of Directors, or seek judicial review and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000. should they prevail in a court of law.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The District shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect District records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal District operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at an additional cost to the person requesting the public record.

Section 4. Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the District in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before the beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist.

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public record made available contained the information sought in the prior written request and remain in the District's possession;

- The public records were made available to the individual, subject to payment, within the time frame estimated by the District to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the District; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.
- CLMCD is providing these public records on good faith that the information will not be used for solicitation, lobbying, political, or sales purposes by the requestor. Additional information is being provided on good faith that the information will not be sold for profit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the District;
- The County is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the District.

Section 5. Calculation of Fees

A fee may be charged for the labor cost of copying/duplication/certification.

A fee will be charged for the labor cost of search, examination, review, deletion and separation of exempt from nonexempt information, copying, duplication, certification, and scanning if the time to complete the request takes longer than 15 minutes or a cost like certification is required to complete the request.

The Michigan FOIA statute permits the District to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost of copies of records already on the District's website if you ask for the District to make copies.

- The cost of computer discs, computer tapes or other digital media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the District website if you ask for the District to make copies.
- The cost to mail or send a public record to a requestor
- Certification or notary fees requested by the requestor

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded up. IF the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the FOIA Coordinator regardless whether the FOIA coordinator completes the work or another employee completes the work.
- Labor costs will also include a charge to cover the cost of fringe benefits. Not to exceed 50%
- Contracted labor costs will be charged at the hourly rate of 6 times the state minimum hourly wage.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost of the non-paper media.
- This cost will only be assessed if the District has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The District will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the District's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8.5 x 11) sized paper will be exceed \$0.15 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The District will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the District must:

- Reduce the labor costs by 5% for each day the District exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The District's late response was willful and intentional
 - The written request conveyed a request for information within the first 250 words of the body of a letter, facsimile, email or email attachment, or
 - The written request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15.231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter, or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6. Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The District Board of Directors may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7. Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the District twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request form:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000. Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8. Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the District Board of Directors, by filing an appeal of the denial with the Conservation District Office.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The District does not have a specific form to use for appeals.

The Conservation District Board of Directors is not considered to have received a written appeal until the first regularly scheduled District Board of Directors meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the District Board of Directors will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the District Board of Directors shall respond to the written appeal. The District Board of Directors shall not issue more than 1 notice of extension for a particular written appeal.

If the District Board of Directors fails to respond to a written appeal, or if the District Board of Directors upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the District Board, he or she may file a civil action in Circuit Court within 180 days after the Board's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Board to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. IF the persons or District prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys fees, costs, and disbursements.

If the court determines the District has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court may order the District to pay a civil fine. The court shall award, in addition to any actual or compensatory damages, punitive damages to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9. Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the District to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the District Board of Directors by submitting a written appeal for a fee reduction to the office of the District Board of Directors.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The District does not have an specific appeal form.

The District Board of Directors is not considered to have received a written appeal until the first regularly scheduled District Board of Directors meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the District Board of Directors will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the District Board of Directors will respond to the

written appeal. The District Board of Directors shall not issue more than 1 notice of extension for a particular written appeal.

Where the District Board of Directors reduces or upholds the fee, the determination must include a certification from the District Board of Directors that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the District Board's determination of an appeal, the requesting person may commence civil action in Circuit Court for a fee reduction. If a civil action is commenced against the District for an excess fee, the District is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The District does not provide for appeals fees,
- The District Board of Directors failed to respond to a written appeal as required, or
- The District Board of Directors issued a determination to a written appeal.

If a court determines that the District required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the District has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court may order the District to pay a civil fine. The court may also award, in addition to any actual or compensatory damages, punitive damages. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by the District Board of Directors these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the District Board of Directors, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the District Board of Directors, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of request for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the District Board of Directors of any change in these Policies and Guidelines.

These FOIA Policies and Guidelines have been adopted by the Chippewa Luce Mackinac Conservation District Board of Directors and become effective on March 27, 2024.