REGULATION

Rochester Community Schools Rochester, Michigan 48307

> RELATIONS 9170/Page 1 of 2

FREEDOM OF INFORMATION

In accordance with the Policy of the Board of Education to provide all persons access to public records, the following guidelines should be followed:

- 1. Requests to inspect, copy, or receive copies of public records may be made in writing on business days between the hours of 8:00 a.m. and 5:00 p.m.
- 2. The Superintendent/designee has been appointed by the Board of Education to review all requests for public records. Employees who receive requests for information in writing should provide the person with a copy of the Board's communication to the public regarding the Michigan Freedom of Information Act (MFOIA) and direct them to the Superintendent/designee.
- 3. All requests must clearly identify the document(s) the person wishes to inspect.
- 4. When a request for a public record is received the response will be made in not more than five business days with one of the following actions:
 - a) request granted,
 - b) request denied in writing,
 - c) partially granted, partially denied, or
 - d) a notice issued extending for not more than ten business days, the period during which a response to their request will be made.
- 5. If the request for access to public record is granted, examination of the public record should occur in a designated area of the office. To prevent excessive and unreasonable interference with the discharge of school office functions, not more than two persons shall be allowed to inspect records at any one time.

REGULATION

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> RELATIONS 9170/Page 2 of 2

- 6. Where the request for a public record is denied in whole or in part, a written notice will be sent containing an explanation of the basis for the denial together with a statement of the person's right to commence an action in a Circuit Court to compel disclosure of the public records including the right to receive damages and attorney fees in the circumstances provided in the Act.
- 7. The following charges which are established by MFOIA and are necessary to offset costs incurred will be charged to all persons requesting information:
 - a) any actual mailing costs,
 - b) the cost of copying the materials at the rate of fifteen (15) cents per page plus any labor costs,
 - c) the costs of the search, examination and review of the materials,
 - d) if the estimated fee will exceed \$50 a request will be made for a deposit not to exceed one-half of the estimated total.

Approved: October 10, 1988 Revised: May 12, 2003