

Rochester Community Schools Rochester, Michigan 48307

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FREEDOM OF INFORMATION

Under the Michigan Freedom of Information Act (MFOIA), the Board of Education has a responsibility to provide citizens with access to public records. MFOIA defines "public record" as a written record, prepared, owned, used, in the possession of, or retained by a public body in the performance of official function from the time it is created. All "non-exempt" public records are accessible to the public. However, the MFOIA does <u>not</u> require the Board to make a compilation, report or summary of the information.

Under the MFOIA certain records are exempt from disclosure. These include such items as test questions and answers, personal information where disclosure would clearly be an unwarranted invasion of the individual's privacy, and certain law enforcement records. The determination as to whether information is exempt or non-exempt will be made by the Superintendent or his/her designee.

Requests to inspect, copy or receive copies of public records may be made orally or in writing with sufficient detail to enable the Board of Education to locate the document(s).

When a request for a public record is received, the Board or its designee will respond to the request within five business days. Within this period the Board must do one of the following: (a) grant the request, (b) deny the request in writing, (c) grant it in part and deny it in part, or (d) issue a notice extending for not more than ten business days the period during which the Board or its designee shall respond to the request.

The MFOIA allows the Board to charge the requesting party for: (1) any actual mailing cost, (2) the cost of copying materials plus any labor costs, and (3) the cost of searching for and examining and reviewing the records.

Adopted: October 10, 1988

Revised: July 8, 1996