

FREEDOM OF INFORMATION ACT REQUESTS PROCEDURES AND GUIDELINES  
MARQUETTE TOWNSHIP  
MACKINAC COUNTY  
06 MAY 2024

1. **How to Submit Written Requests.**

Freedom of Information Act (FOIA) requests to Marquette Township, Mackinac County can be sent by email or mail. A request must include the requesting person's name, address, and contact information. Contact information must also include a valid telephone number or electronic mail address.

EMAIL: [renaeleese@gmail.com](mailto:renaeleese@gmail.com)

MAIL: Marquette Township  
P.O. Box 36  
Pickford, MI 49774

2. **How To Understand Township's Written Responses to FOIA Requests**

The Township has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny in part, or take one ten-business day extension. After ten business days pass, the Township must respond with one of the other options.

If the request is granted or granted in part and denied in part, the Township can also charge a fee to process the request. There is no fee for requests that do not require the Township to incur costs above the threshold set in its procedures and guidelines. Fees are calculated using the Township's procedures and guidelines and the requester will receive a detailed itemization of the fee. The Township may require a good faith deposit before it processes a request. After any deposit and final balance due are paid, the Township will produce records in its possession that fall within the scope of the request and that legally may be disclosed to the public. The Township may also notify the requester that some of the records requested are available on its website.

If the request is denied, the Township will inform the requester of the basis for its denial in a written notice. Reasons the Township may deny a request include:

- a. Requested records are not described well enough, and the Township cannot determine what the requester is asking for.
- b. The Township has determined that it does not have records in its possession that respond to the request.
- c. The requested records are exempt from public disclosure.

If all or part of a request is denied, the Township will inform the requester of their right to appeal its denial to the Township Supervisor and/or file a lawsuit against the Township in its written response.

### **3. Deposit Requirements**

If the Township estimates a fee to process a FOIA request is greater than \$100.00, the Township will require a good-faith deposit before providing the public records. The deposit shall not exceed one-half of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best effort estimate by the Township regarding the time frame after a deposit is received that it will take the Township to provide the public records requested. The time frame estimate is not binding upon the Township, but the Township shall provide the estimate in good faith and strive to be reasonably accurate and provide the public records in a manner based on this State's public policy under Section 1 of the FOIA, MCL15.231, and the nature of the request in the particular instance.

### **4. Fee Calculations**

The FOIA permits the Township to charge a fee to process FOIA requests and will provide a detailed itemization of the costs involved. The Township may charge for the following costs:

- a. Labor for the search, location, and examination of public records.
- b. Labor for the review of public records and separation and deletion of exempt from nonexempt material.
- c. Non-paper physical media
- d. Duplication and publication of public records
- e. Labor for the duplication or publication of public records
- f. Mailing public records

The Township may charge a fee if it is estimated the time required to satisfy the FOIA request is more than one hour's labor.

### **5. Digital Database Download Fee**

An additional fee of \$600 will be charged to above fee calculations for large downloads of digital files (examples include tax and property records).

### **6. Avenues For Challenge and Appeal**

If the Township charges a fee or denies all or part of a request, the requester may submit to the Township Supervisor a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced, or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the Township Supervisor