Mideastern Michigan Library Cooperative

Freedom of Information Policy (FOIA)

Originally Adopted: May 18, 2017
Revised: 2022
Reaffirmed: September 10, 2026

I. Purpose

It is the intent of the Mideastern Michigan Library Cooperative to perform public business in an open and public manner as required by Michigan's Freedom of Information, Act 442 of 1976, and as amended. This Policy prescribes the Cooperative's procedures for responding to written public records requests made pursuant to FOIA.

II. Scope

This Policy applies to the Cooperative whenever a written request for public records is made under Michigan's FOIA law. This Policy does not apply to any records that are exempt from disclosure such as, but not limited to:

- Specific personal information about an individual if the release would constitute a clearly unwarranted invasion of that individual's privacy.
- Records that may be exempted from disclosure by another statute. (Note: statutes which expressly prohibit public disclosure of records generally supersede the FOIA.)
- Information subject to attorney-client privilege.
- Pending public bids to enter into contracts.
- Records that would disclose the social security number of an individual.

A. Access

Public records shall be open to inspection and copying during the Cooperative's regular business hours by the custodian of the requested public records. Reasonable access to and reasonable facilities for copying of these records shall be provided. The Cooperative shall provide reasonable assistance in identifying and locating public records in accordance with this Policy.

B. Form of FOIA Requests

All FOIA requests shall be made in writing.
All FOIA requests shall adequately describe the records sought in sufficient detail to enable the Cooperative to locate such records with reasonable effort. The requesting party shall be as specific as possible when requesting records. To assist in locating the requested records, the Cooperative may request that the requesting party provide additional information known to the requesting party, such as the types of records, dates, parties to correspondence, and subject matter of the requested records.
A FOIA request will be answered within 5 business days after receiving it. If needed, the Cooperative will notify the requester in writing and extend the time for an additional 10 business days.

C. Fees

Fees may be charged as permitted by law.
Hourly rate for searching, reproducing and postage will be set according to 2015 PA 563, and as amended.

If a request must be denied, the Cooperative will respond to the requester with an explanation of the reason for the denial and the requester's right to submit a written appeal to the head of the public body (Board Chair) or to seek judicial review with the right to receive attorney fees and collect damages.

D. Submit requests to:

MMLC Director
Mideastern Michigan Library Cooperative
P.O. Box 3
Corunna, MI 48817