

**CITY OF GRANT POLICY
MICHIGAN FREEDOM OF INFORMATION ACT**

Pursuant to State Act 424 of 1976, known as the Freedom of information Act, it is the policy of the City of Grant to provide information regarding the affairs of the City consistent with this act. In order to effectively implement the provisions of this act, the City of Grant has implemented the following procedures.

1 Citizen Request for Information

1.1 A citizen, either in an oral or written form, may request access to a public record. Such request must be sufficient in form and understanding to enable the City to process such request. A citizen may request a copy of such information.

2 City Actions

2.1 Complete Freedom of Information Form

After receiving a citizen request, a city employee must complete the City of Grant Freedom of Information Form. After completing, the form should be forwarded to the City Administrator.

2.2 City Administrator Review of Request

After reviewing the completed City of Grant Freedom of Information Form, the City Administrator shall determine if such request shall be granted pursuant to the conditions of State Act 424 of 1976, Freedom of Information Act. The City Administrator, as designated by the City Commission as the City's Chief Administrative Officer, is solely responsible for making the decision to grant or deny the request for review of the public records. The City Administrator shall also be responsible for determining the form of the information to be released, i.e. copy of record, in-house review of the record, a computer generated report, etc.

2.3 Release of Public Information

If the request is approved, the City Administrator shall release the public information within five (5) business days of receiving such request. Only the City Administrator is authorized to release the information requested. Under special conditions and as provided by the state act, the City Administrator may have an additional ten (10) business days to provide the information.

2.4 Charges for Copies of Public Information

If the request is approved, the requester will be charged \$.20 per copied or printed page. The requester shall also be held responsible for the cost of any additional materials (notebooks, binders, computer disks, etc.) included as part of the request. The City Administrator will determine the total amount of copies (pages) to be released, and any associated copying, printing or associated charges. The City Administrator shall provide a detailed written account of any charges incurred to the requester, and receive the requester's approval of the charges and payment prior to releasing any information.

2.5 Denial of Request

The City Administrator may deny a request for release of public information only if such denial is consistent with the provisions of the state act. If such request is denied, the City Administrator shall, within five (5) business days of receiving the request, provide written notice and the reasons for such denial pursuant to the requirements of said state act.

2.6 Questions Regarding Released Public Information

All questions regarding public information released by the City for review under said state act shall be forwarded to the City Administrator.

**CITY OF GRANT PROCEDURES
FREEDOM OF INFORMATION ACT FORM**

Date: _____

Requesting Citizen Name: _____

Address: _____

Specific Information Requested: _____

City Employee Receiving Request: _____

Request: _____ Approved _____ Denied

Labor: Rate: \$20 per hour

Cost: _____ Number of Copies/Printouts @ \$.20 each \$_____.

Additional Charges for _____ @ \$_____.____ ea. \$_____.

Total Charges \$_____.

Requester accepts cost: _____ Yes _____ No

Date Request Filled: _____

City Administrator

Date