

STATE LAND BANK AUTHORITY (“AUTHORITY”) WRITTEN PUBLIC SUMMARY OF THE AUTHORITY’S FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

A. How to submit written requests.

FOIA requests to the Authority can be sent by email or mail to:

By Email:

MLBFOIA@michigan.gov

By Regular US Mail:

State Land Bank Authority
Attention: FOIA Coordinator
Post Office Box 30766
Lansing, Michigan 48909

By Private Courier:

State Land Bank Authority
Attention: FOIA Coordinator
105 West Allegan Street
Lansing, Michigan 48933

All FOIA requests must include the following information:

- If by an Individual (other than one who claims indigence)
 - complete name
 - address (must be written in compliance with the United States Postal Service addressing standards)
 - contact information (must include a valid telephone number and/or email address)
- If by a Person (other than individual)
 - complete name of person’s agent
 - address of person’s agent (must be written in compliance with the United States Postal Service addressing standards)
 - contact information of person’s agent (must include a valid telephone number and/or email address)

B. How to understand the Authority's written responses to FOIA requests.

The Authority has several options when responding to written requests for public records. Within 5 business days of receipt of a FOIA request, the Authority shall do one of the following: grant the request, deny the request, grant it in part and deny it in part, or take a 10-business day extension. On or before the expiration of the 10-business day extension, the Authority must respond with one of the remaining options.

If a request is granted or granted in part and denied in part, the Authority may also charge a fee to process the request. There is no fee for requests that do not require the Authority to incur costs above the threshold set in its Procedures and Guidelines. Fees are calculated using the Authority's Procedures and Guidelines and if fees are assessed, a detailed itemization of the projected total cost to fulfill a request will be provided. The Authority may require payment of a good faith deposit before it processes a request. Upon receipt of payment for a good faith deposit and/or final balance due, the Authority will produce any responsive non-exempt records in its possession that fall within the scope of a request which legally may be disclosed to the public. The Authority may also provide notice that some of the records requested are available on its website.

If a request is denied or denied in part, the Authority will provide notice of the basis for its denial in a written response. Reasons the Authority may deny a request include:

- The request does not sufficiently describe the records to enable the Authority to find the records;
- The Authority has determined that it does not have records in its possession that are responsive to the request; or
- The records requested are exempt from public disclosure under the FOIA.

If a request is denied or denied in part, the Authority will provide notice in its written response of the right to appeal its denial to the head of the Authority or to file a lawsuit against the Authority.

C. Deposit requirements.

If the Authority estimates a fee to process a request is greater than \$50.00, the Authority may require a good faith deposit before processing the request. The good faith deposit shall not exceed 1/2 of the total estimated costs to fulfill the request. Any written notice of a good faith deposit will also contain a best effort estimate by the Authority regarding the time frame after a good faith deposit is received that it will take the Authority to provide the public records. The time frame estimate is not binding upon the Authority, but the Authority shall provide the estimate in good faith and strive to be reasonably accurate. If a good faith deposit is requested by the Authority, and the deposit is not received within 45 days from receipt by the requesting person of the notice that the deposit is required, the request shall be considered abandoned and the Authority is no longer required to fulfill the request.

D. Fee calculations.

The FOIA permits the Authority to charge a fee to process a request, which shall include a detailed itemization of the total costs involved. The Authority may charge for the following costs:

- the costs of labor for the search, location, and examination of public records;
- the costs of labor for the review of public records and separation and deletion of exempt from non-exempt material;
- the costs of non-paper physical media;
- the costs of duplication and publication of public records;
- the costs of labor for the duplication or publication of public records;

- the actual costs of mailing public records.

E. Avenues for challenge and appeal.

If the Authority charges a fee, or denies all or part of a request, a written appeal may be submitted to the head of the Authority 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 a mailing address listed above and will be forwarded to the head of the Authority or the person designated by the head of the Authority to respond to written appeals.