

Cheboygan County Road Commission Freedom of Information Act Policy

The policy of the Board of Cheboygan County Road Commissioners shall be to provide citizens information regarding the affairs of the Road Commission as required by the Freedom of Information Act (FOIA), Public Act 563, 2014.

The coordinator to provide the information is the Engineer/Manager and/or the Clerk of the Cheboygan County Road Commission.

The coordinator shall provide records, except for exempt records, upon written request as required by the FOIA.

Summary of the FOIA Process:

1. The Cheboygan County Road Commission receives a written request (by hand delivery, mail, fax or email) for public records.
2. Within 5 business days of receipt of the FOIA request the Road Commission will provide an initial response to the person requesting public documents that:
 - a. Grants the Request.
 - b. Issues written notice to the requesting person denying the request.
 - c. Grants the request in part with written notice denying part.
 - d. Issues a written notice extending for not more than 10 days.

If the Road Commission estimates the fees for the request will exceed \$50.00 a "Good Faith" deposit may be required before any search will begin. A notice will be sent to the requesting party if a deposit is required.

3. After the documents are prepared a Itemized Cost will be determined and the requesting person will be notified of the cost and when the documents will be made available per the requested method.
4. If the Road Commission makes a determination to deny all or part of the request, the requesting person may appeal the denial to the Engineer/Manager of the Road Commission. A written request for an appeal must be submitted.

The Schedule of Fees listed below will apply when calculating cost for FOIA requests:

Schedule of Fees

Labor for search, examination, review and the deletion and separation of exempt from nonexempt information	Current Rate for lowest paid hourly employee capable of providing the requested information. Charged in 15 minute increments.
Fringe Rate (added to all Labor costs).....	50%
Copying Fees	
8 ½" x 11"(letter) and 8 ½" x 14" (legal) pages.....	\$0.10 per page
11" x 17" (ledger).....	\$0.15 per page
Certification Maps (18"x24" size)	
Per page.....	Actual Printing Costs
Full Copy of Certification Maps.....	Actual Printing Costs
Plans.....	Actual Printing Costs
Mailing Cost.....	Actual Postage Costs

- A 50% "good faith" deposit may be required if the estimated fee for the search, inspection and copying exceeds \$50.00.
- No charge for the first \$20.00 if the requestor is indigent and receiving public assistance.
- Fees may be waived or reduced if the Road Commission determines the records search is in the public interest.

The Cheboygan County Road Commission Web Page located at:

<http://www.cheboygancounty.net/cheboygan-county-road-commission-269/>