

**ROMULUS COMMUNITY SCHOOLS**  
**Romulus, Michigan**  
romulus.net

**FREEDOM OF INFORMATION ACT (FOIA) GUIDELINES**

**Effective: July 01, 2015**

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the “FOIA” or the “Act”), Romulus Community Schools, as a public educational entity, complies fully with the Michigan Freedom of Information Act enacted in 1976 and as most recently amended in December 2014:

How to Submit a FOIA Request to Romulus Community Schools:

The Romulus Community School District requires individuals or entities to submit FOIA requests in writing. FOIA requests may be submitted to:

Gary Banas  
Director of Human Resources  
Designated FOIA Coordinator  
Romulus Community Schools  
Board of Education Office  
36540 Grant Road  
Romulus, MI 48174

An individual or entity may also submit a written request in person at the Superintendent’s Office, or may email a written request to [gdbanas@romulus.k12.mi.us](mailto:gdbanas@romulus.k12.mi.us) (with FOIA Request in the Subject Line) or may submit a written request by fax to: 734-532-1611.

For additional information, please contact the FOIA Coordinator at 734-532-1600.

Please review the following checklist to ensure a timely and accurate response to a request:

1. Make certain the correspondence is addressed to the “FOIA Coordinator” and includes the proper address and/or fax number.
2. Clearly state that the request is being made for a public record(s) pursuant to the “Freedom of Information Act” or the “FOIA”.
3. Describe the public record requested in sufficient detail so that it can be easily identified and located.
4. Describe the subject matter of the public record requested and, if possible, the approximate date that the public record was created.
5. Clearly state the manner in which you prefer the District to provide the public records, i.e., paper copies, electronic media, email, etc.
6. If the requested public record is available on the District’s website and the FOIA response includes the website address, then any request for paper format or other form, such as paper copy or electronic medium, may result in additional charges.

### District Responses to a FOIA Request:

When the FOIA Coordinator receives a written request for a public record, the FOIA Coordinator, or his / her designee, shall, in not more than five (5) business days after the District receives the FOIA request, respond to the request in one of the following ways:

- a. Grant the request.
- b. Issue a written notice to the requestor denying the request.
- c. Grant the request in part and issue a written notice to the requestor denying the request in part.
- d. Issue a written notice extending, for not more than ten (10) business days, the period of time in which the District shall respond to the FOIA request.

A written response denying a request for a public record, in whole or in part, is a final determination to deny the request or portion of that request. A requestor may file an appeal with the President of the District's Board of Education or may seek judicial review of the denial, pursuant to Section 10 of the Act (MCL 15.240).

### FOIA Charges:

The district will charge a copy fee per page for FOIA requested documents. The district will also charge, where applicable, labor costs (not more than the hourly wage of the lowest paid employee); labor cost for reviewing and deleting exempt information; reasonable cost to provide the requested information in electronic format; labor costs for duplication and actual costs of mailing. A Fee Itemization Form, which provides a line-by-line summary and explanation of the fees that the Romulus Community School District may charge in response to a request, pursuant to Section 4 of the Act (MCL 15.234 (1)) will be provided.

### Payment of FOIA Requests:

If the estimated cost of responding to a request exceeds \$50.00, the District may require a Good Faith Deposit of 50% of the estimated cost to be submitted before the request is processed. Once the Good Faith Deposit is received, the District will process the request. The balance of the cost of the request must be paid before the requested copies may be picked up, mailed, or delivered.

A Fee Itemization Form, indicating a summary breakdown of all charges, will be provided to the individual / entity making the request as authorized by Section 4 of the Act MCL 15.234 (1).

### Challenge and Appeal Process for FOIA Fees:

If the requestor believes the estimated fee charged for the request exceeds the amount permitted under the District's procedures and guidelines or Section 4 of the Act, the requestor must: Submit to the President of the District's Board of Education a written appeal for a fee reduction that specifically states the word "appeal" and identifies why the requestor believes the required fee exceeds the amount permitted under the District's procedures and guidelines of Section 4 of the Act. If the requestor disagrees with the District's final determination, the requestor may, after exhausting internal administrative remedies, commence a civil action in Circuit Court where Romulus Community Schools are located, for a fee reduction. The civil action must be filed within 45 days of the public body's final determination to deny a request pursuant to Section 10a (1)(b) of the Act.

The District reserves the right to amend, revise or repeal all or any part of the preceding guidelines and procedures at any future time.