

Policy:

**Subject:** FREEDOM OF INFORMATION ACT REQUESTS

**Supersedes:** Policy 3.30

**Effective:** September \_\_\_\_, 2014

**Pages:** 1 of 2

**Approved by:**

### **I. Purpose**

To ensure compliance by School District of the City of Detroit (“District”) with the Michigan Freedom of Information Act (“FOIA”), Public Act 442 of 1976 (MCLA 15.231 et.seq.) and to maintain a high degree of community confidence in the District through transparency in its operations and affairs.

### **II. Scope**

The FOIA sets requirements for disclosure of public records by all public bodies in the state, including, but not limited to, public schools. As a public body, the District must comply with FOIA requirements. This policy is applicable to all public records retained or possessed by the District in the performance of official functions.

### **III. Definitions**

**Public record** means a writing prepared, owned, used in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

**Writing** means handwriting, typewriting, printing, photo stating, photographing, photocopying, and every other means of recording, including, words, letters, pictures, sounds or symbols, papers, maps, tapes, films, prints, microfilm, microfiche, cards, discs or other means of recording or retaining meaningful content.

### **IV. Policy**

It is the policy of the District to provide full access to its public records and to disclose those records or make them available for public inspection in accordance with the FOIA.

## **V. Procedures**

The District shall establish and adopt applicable procedures, including fee schedules, attached hereto governing the implementation of this policy.

**Attachments to Policy:** Procedures Governing Freedom of Information Act Requests and FOIA Fee Schedule

**Cross References:** None

**Legal References:** MCL 15.231 et. seq. – MI Freedom of Information Act