The Superintendent or designee shall serve as FOIA coordinator for all records maintained at the central office of the District. Each building principal shall serve as coordinator for all records maintained at the building level.

Routine Inquiries

Routine day-to-day inquiries to the District or school for information shall be handled appropriately by district staff within five working days. The procedures under this rule shall apply to requests made under the Michigan Freedom of Information Act.

Requests

Requests to inspect or copy public records must be made in writing (including FAX or email) to the coordinator for the requested record(s) or his/her designee, and shall sufficiently describe the record to enable the coordinator to identify and locate the record. Separate requests shall be made for each record desired. Each coordinator shall file all requests and their dispositions in his/her office and make such reports as are requested by the Superintendent or the Board. Filed requests shall be held for a period of at least one year. In all cases, the coordinator shall record time spent processing FOIA requests.

Denials

The coordinator shall examine each request to determine whether the record requested is exempt from disclosure under the Michigan Freedom of Information Act. If the coordinator determines that the record is exempt from disclosure, he/she shall issue a written denial of the request after consultation with the Superintendent. Such a denial shall be made within five days of receipt of the request or as otherwise provided by law, and shall include the reason(s) for the denial and the procedures for appeal of the decision to deny the request.

Should the requested record(s) be classified as exempt but contain information which is not exempt from disclosure, the coordinator shall delete the exempt material and release the remaining information for inspection or copying.

Delays

If the nature of the request requires additional time to access the records or to make a determination on whether the request will be granted, the coordinator shall give written notice to the person making the request extending the period of response. Such an extension shall be for a maximum of ten business days in accord with law.

Appeals

If a request to inspect or copy a record is denied by a building-level coordinator, the person making the request may appeal the decision within the District by submitting the appeal to the Superintendent in writing which details the reason(s) for requesting reversal of the denial. The Superintendent shall respond in writing to the request as provided above.
Greenville Public Schools

ADMINISTRATIVE RULE

If a request to inspect or copy a record is denied by the Superintendent, the person requesting access may appeal the decision within the District by submitting the appeal in writing to the Board for consideration at the next meeting of the Board. Such request(s) shall be submitted to the Board president for scheduling on the agenda of the next Board meeting.

A person whose request has been denied shall be informed of his/her right of appeal in circuit court in accord with law.

Fees

Fees for responding to a request shall be assessed as follows:

A. Photocopying charges of 10 cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources.

B. Actual mailing costs.

C. Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request, and not more than the maximum hourly amount articulated in law.

D. Labor costs (including fringe benefit costs) for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request. Such labor fees shall be charged only when the request requires more than $50.00 of labor. In such cases, the coordinator shall identify the nature of this unreasonably high labor cost.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds $50.00, the coordinator shall require a good faith deposit of one half of the estimated fee before processing the request.

No charge for the first $20.00 of a fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.

A record of fees paid shall be kept along with each request. A record of fees incurred shall be kept for any person making a request who is exempt from initial fees as a matter of Board policy, though such fees will not be charged except those in excess of the yearly maximum. This record shall be provided on a standard form with detailed itemization that complies with applicable law.

Revenue from copying open records shall be deposited monthly in the general fund of the District.

Written Summary

A written summary of this Administrative Rule shall be posted and maintained on the district website along with a form to request information. The district will provide free paper copies of this Administrative Rule upon written request or upon in person request at the district office.

Safety of Records

To ensure the safety and integrity of records, access to records shall be accorded only under the direct supervision of the coordinator or designated district employee. Original school record(s) are not permitted to leave the premises except as required by law or Board policy. Copies of records not exempt from disclosure will be furnished for the appropriate fee.
Greenville Public Schools

ADMINISTRATIVE RULE

Computer Records

All new software purchased by the district to maintain records shall incorporate a feature enabling selected data to be exported in a text format for the purpose of complying with requests.

Release of Lists of Records.

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or Board policy.