

BAY COUNTY LIBRARY SYSTEM FREEDOM OF INFORMATION ACT REQUEST POLICY

The Bay County Library System recognizes and supports the public's right to information regarding the affairs of the library.

Requests

The Bay County Library System is committed to complying with requests for library records in accordance with the provisions of the Michigan Freedom of Information Act (FOIA), MCL 15.231 et. Seq.

FOIA requests should be submitted in writing to:

Director/FOIA Coordinator
Bay County Library System
Administrative Office
Alice & Jack Wirt Public Library
500 Center Avenue
Bay City, MI 48708

Requests should be as specific as possible in order to assist the library in identifying and locating requested records in an efficient manner. The FOIA request must be dated and signed by the requestor, along with contact information such as phone number and/or email address, in case clarification is needed by the FOIA Coordinator.

Responses

In accordance with Michigan law, the requester will receive a response within 5 business days which will do one of the following:

- provide copy(ies) of the requested record(s);
- provide written notification of a 10 day extension in response time;
- deny the request if the requested record(s) is/are exempted under MCL 15.231 et. Seq.;
- or, a combination of the above.

The library may charge a reasonable fee for the actual costs; not to exceed \$1.00 per page for copies, \$12.00 per hour for retrieval of information, and an attorney fee if required for examination and review.

FOIA Coordinator

The library's Freedom of Information Act Coordinator is the Library Director or his/her designee.

FOIA Appeals

Denial of a request by the library's Freedom of Information Act Coordinator may be appealed to the Bay County Library System's Board of Trustees by forwarding the request, with a written notice of appeal to:

Chairman, Bay County Library System Board of Trustees
Bay County Library System Administrative Office
Alice & Jack Wirt Public Library
500 Center Avenue
Bay City, MI 48708