

Freedom of Information Act Request Policy

In accordance with the Freedom of Information Act (FOIA), the policy of the Bay County Library System is to answer all requests as accurately and completely as possible from existing records. In order to accomplish this most efficiently we require all requests to be submitted, in writing, by postal service, facsimile, or messenger; requests must contain the requestor's postal address and the name of the person responsible for paying any fees that may be charged.

The Director of the Bay County Library System, or his/her designee, will be considered the Freedom of Information Act Coordinator for the library system.

Your letter should include all the details possible in order to help us identify and locate the records you want. In addition to having the potential to be very costly in terms of fees, "all the records you have on" types of requests tend to require a great deal of search time, even if few or no records are found on the subject you are interested in.

The Bay County Library System, in order to recoup costs associated with fulfilling Freedom of Information Act Requests, charges the following for retrieval, separation of exempt material, and copying costs.

Copies	\$1.00 per page
Retrieval of Information	\$12.00 per hour
Separation of Exempt Material	Attorney Fee if required