

MICHIGAN FREEDOM OF INFORMATION ACT REQUEST GUIDELINES
CITY OF MARINE CITY
303 S. WATER STREET
MARINE CITY, MI 48039
www.marinecity-mi.org

The following is a review of how to submit a request for information under the Michigan Freedom of Information Act, MCL section 15.231 *et seq.*, ("FOIA") from the City of Marine City.

The City of Marine City complies with FOIA. This law offers a person the opportunity to request public information that the City of Marine City may have in its possession.

1. In order to complete a request for information, the requester **MUST** fill out the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST**. This form is available at the City Offices, 303 S. Water St., Marine City, MI 48039. It may also be downloaded from the City's Website at www.marinecity-mi.org.
2. Once the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST** is received by the City of Marine City--whether in person, or by regular mail, or by email--it will be date stamped and forwarded to the FOIA Coordinator and any Department Heads the request may concern.
3. The City FOIA Coordinator will review the request and determine:
 - a. If it seeks records that are non-exempt pursuant to the statute; and
 - b. If the City can honor the request in five (5) business days as required by law.
4. The requester will be notified by letter, phone, or email if the information exists and is non-exempt, and whether it will be available in five (5) business days. If the FOIA Coordinator determines disclosure will take longer than the five (5) business days allowed by law, a letter will be sent to the requester clearly stating that fact, and an extension of ten (10) business days to comply will be requested. At that time, a good-faith estimate of the costs involved will be provided to the requester.
5. When the requested information is gathered in compliance with the statute, the FOIA Coordinator will either call or email the requester to indicate that the information is ready for delivery upon payment in full.
6. If the requester's application is denied, a letter will be sent stating why the request was denied.
7. The requester may appeal a denial in writing to the Marine City City Manager.

I acknowledge that I have read the above procedures regarding the City of Marine City F.O.I.A. requests.

Signed

Date