

## Summary of FOIA Procedures and Guidelines

- Requests shall be made by mail or email.
- Requests are immediately forwarded to the FOIA Coordinator.
- Requests will be responded to within 5 business days after receipt.
- Responses will only be made by the FOIA Coordinator or the Alternate.
- Copies of the procedures and guidelines or a link to an online version of such will be provided the requestor.
- If a request is denied, an explanation of the basis of the denial will be provided to the requestor.
- The Library does charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material. Please see attached Fee Schedule.
- If the Library estimates the fee will be greater than \$50.00 a good-faith deposit will be required.
- If the requestor believes the assessed fee is excessive or if the request is denied, the requestor may submit a written appeal to the Benzonia Public Library Board.
- The Library Board is not considered to have received a written appeal until their first regularly scheduled meeting following submission of the appeal.
- If the Library Board denies the request, the requestor may, within 180 days, commence a civil action in the circuit court to compel disclosure. Actions involving fee reductions must be filed within 45 days.

Adopted: July 12, 2017