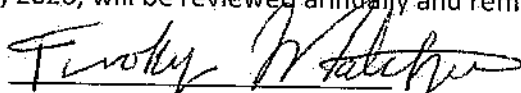


Charlevoix Conservation District Freedom of Information Act (FOIA) Policy

1. All Freedom of Information Act requests for public records of the Charlevoix Conservation District, except those records pertaining to the Soil Erosion and Stormwater Runoff Control Ordinance, will be handled and responded to pursuant to P.A. 553 of 1996, by the FOIA Coordinator of the Charlevoix Conservation District, namely the Director, or another person designated by the Board of Directors of the Charlevoix Conservation District (CCD).
2. All FOIA requests must be made in writing and provided to the FOIA Coordinator or a person designated by the Charlevoix Conservation District Board of Directors.
3. A person making the FOIA request may ask to inspect, copy, or receive a copy of any material that is deemed to be public record.
4. The CCD will respond within five (5) business days after receiving a FOIA request. The CCD can extend the response time by an additional ten (10) business days by notifying the requester in writing of their desire to do so.
5. The CCD will provide reasonable facilities, during normal business hours, to allow a person making the request to examine and take notes from the public records.
6. The CCD will charge a fee for the necessary copying of a public record for inspection, or for providing a copy of the public record to the requester. The District may also charge for search, examination and review, and for the separation of exempt information. The fee will be limited to actual duplication, mailing and labor costs of the lowest paid employee capable of retrieving the information needed to comply with the request. **A minimum of one-half (1/2) hour of labor will be charged.** The fee schedule will be provided as an attachment to the policy and will be updated at the beginning of each fiscal year.
7. If the CCD denies a request it will provide the requester with a full explanation of the reasons for the denial. The requester will have the right to appeal to the Chairman of the Charlevoix Conservation District or to seek judicial review. **Notification of the right to judicial review must include notification of the right to receive attorney fees and collect damages.**
8. All FOIA requests pertaining to the Charlevoix County Soil Erosion and Stormwater Runoff Control Ordinance involving a formal SESRCO Appeals Board ruling will be handled and responded to pursuant to MCL 15.235 by the Charlevoix County Prosecuting Attorney, his Assistant Prosecutor or Charlevoix County Legal Counsel.

This FOIA Policy adopted by the Charlevoix Conservation District Board at a meeting held on March 3, 2020, will be reviewed annually and remain in effect until amended by the CCD Board.

Signed:



Timothy Matchett, Chairman

Charlevoix Conservation District FOIA Fees

Fees

Copies - 8 ½ "x 11" or smaller \$.50 each
Legal size copies – 8 1/2 "x 14" \$.75 each
Clerical support \$25.00 / hr. calculated to the nearest ¼ hr. (Minimum ½ hr.)
Mailing Actual cost of postage
Special Requests Additional charges may be required