

**JACKSON COLLEGE
WRITTEN PUBLIC SUMMARY OF FOIA
PROCEDURES AND GUIDELINES**

Submitting a Freedom of Information Act ("FOIA") request

FOIA requests to Jackson College ("JC") must be submitted in writing.

The request must contain a description of the record(s) requested that is sufficient for JC to be able to determine what you are asking for and to be able to find the record, if it exists.

No specific form is required although you may use the form provided in the full procedure and guideline manual.

You may submit your request in person, by mail, by facsimile, or by e-mail. Contact information is:

Attn: FOIA Officer, Cindy Allen
Office of Human resources
Jackson College
2111 Emmons Rd.
Jackson, MI 49201

DunbarJoyceD@jccmi.edu

Questions may be directed to FOIA Officer Cindy Allen at (517) 796-8467

Response

JC will respond to a FOIA request within five (5) business days of receiving it. (A request sent by facsimile or e-mail is considered received on the day following its transmission.)

The response will:

- Grant the request in full.
- Grant the request in part, and issue a written notice denying the request in part.
- Issue a notice denying the request.
- Inform you that JC needs an additional ten (10) business days to respond.

If JC is charging a fee for responding to the request, you will also receive a form itemizing the charges. Payment will be due prior to providing you with the requested public records.

You may be required to submit a deposit as well, as described below.

Fee Deposit

If JC determines through a good faith calculation that the total fee for processing the request exceeds \$50, it will require that you provide a deposit of 50% of the total estimated fee. In addition to requesting the deposit, JC will provide you with a non-binding best effort estimate of how long it will take to process the request upon receipt of your deposit.

If you have not paid JC for copies of public records you received in a previously granted written request under the circumstances described below, JC will require a deposit of 100% of the estimated processing fee. JC will not undertake a search for the public records until the fee is paid.

Calculation of FOIA processing fees

A fee will be charged if the cost of search, examination, review, and deletion and redaction of exempt from non-exempt information will result in an unreasonably high cost to JC.

If JC does charge a fee, it is permitted to and will assess and collect a fee for the following six components:

- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of the record to separate and redact information exempt from disclosure.
- The cost of computer discs, tapes or other digital or similar media if you have asked for the records to be produced in a non-paper physical media form.
- The cost of duplication or publication of paper copies of records, not including labor.
- The labor costs associated with duplication or publication of copies, including paper copies, digital copies or transference of digital public records to non-paper physical media.
- The cost to mail or send a public record to you.

The above components are all identified on the fee itemization form that will be provided with each FOIA response for which JC intends to charge a fee. The fee itemization contains additional details regarding what types of costs may be charged and how they will be calculated. A copy of that form is found in the Procedure and Guidelines Manual.

Reduced Processing Fees

You are entitled to a waiver of the first \$20 of the processing fee if you submit an affidavit (i.e., a sworn statement) stating that you are indigent and receiving specific public assistance or, if you are not receiving public assistance, stating facts demonstrating your inability to pay because of indigency.

Certain non-profit organizations, as described in the statute, may also qualify for the waiver of the processing fee.

Appealing a Denial

A person may appeal a final decision to deny a request to the President of the College and the President will respond within 10 days, except under unusual circumstances. Please submit appeals to:

Office of the President
Jackson College
2111 Emmons Road
Jackson, MI 49201
Email: DunbarJoyceD@jccmi.edu