



BAY CITY POLICE & FIRE RETIREMENT SYSTEM

SUMMARY OF FOIA POLICY AND PROCEDURES

The City of Bay City Police and Fire Retirement System (“Retirement System”) is established under the authority of Article 15 of the City Charter, as amended, Part II, Chapter 2, Article XI of the City of Bay City Code of Ordinances, as amended, applicable collective bargaining agreements, and applicable state and federal laws. The Board of Trustees of the Retirement System (“Board of Trustees”) is vested with the authority for the general administration, management and operation of the Retirement System. As a public body under Section 2 of the FOIA (MCL 15.232), the Board of Trustees has a legal obligation to ensure that Retirement System records be made available to the public in compliance with the FOIA. Pursuant to Public Act 563 of 2014, the FOIA was amended with an effective date of July 1, 2015. In accordance with the amendments to the FOIA under Public Act 563 of 2014, the following written public summary of the Retirement System’s FOIA Policy and Procedures is provided.

1. Submitting a FOIA Request

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Retirement System must be submitted in writing.
- No specific form to submit a written FOIA request is required; however, a FOIA request form is available for your convenience on the Retirement System’s webpage available at www.baycitymi.org/departments/boards-and-committees/item/180-police-and-fire-retirement-system-board.
- A FOIA request must sufficiently describe a public record so as to enable the Retirement System to find it.
- Written requests may be made by mail addressed to the Board of Trustees of the City of Bay City Police and Fire Retirement System, 301 Washington Ave., Bay City, MI 48708; requests may also be submitted via facsimile to the Board at (989) 894-8219 or via email to awillsie@baycitymi.org.

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for public records under the FOIA.

2. Responding to Requests

- Within five (5) business days of receipt of a FOIA request the Retirement System will issue a response. If a request is submitted by e-mail the request is deemed to have been received on the following business day. E-mail requests delivered to the FOIA Coordinator’s spam or junk-mail folder shall be deemed received one (1) day after the FOIA Coordinator becomes aware of the e-mail request, and such dates shall be noted in any response provided.

- The Retirement System will respond to your request in one of the following ways:
 - Grant the request;
 - Deny the request, in writing;
 - Grant the request in part and issue a written notice denying the request in part;
 - Issue a notice indicating that due to the nature of the request the Retirement System requires an additional ten (10) business days to respond; or
 - Issue a written notice indicating that the public record requested is available at no charge on the Retirement System's webpage.
- If a request is granted, or granted in part, the Retirement System will ask that payment be made for any permissible fees associated with responding to the request before the public record is made available. If the costs of processing and responding to the request are expected to exceed \$50.00, the Retirement System will require a good faith deposit prior to processing the request. Under certain circumstances, the Retirement System may require payment of any and all fees in advance prior to processing the request.

3. Fee Deposit Requirements

- If the Retirement System has made a good faith calculation that the total fee for processing a FOIA request will exceed \$50.00, the Retirement System will require that you provide a deposit in the amount of 50% of the total estimated fee, a detailed itemization of which shall be provided upon requesting the deposit. The Retirement System's request for a deposit will also include a non-binding best efforts estimate of how long it will take to process the request upon receipt of the required deposit.
- If the Retirement System receives a FOIA request from an individual or entity who has not paid the Retirement System for fees charged in connection with a previously granted FOIA request, the Retirement System will require a deposit of 100% of the estimated fee prior to processing the request when all of the following conditions exist:
 - the final fee for the prior FOIA request was not more than 105% of the estimated fee;
 - the public records made available contained the information sought in the prior written request and remain in the Retirement System's possession;
 - the public records were made available, subject to payment, within the time frame estimated by the Retirement System to provide the records;
 - 90 days have passed since the Retirement System notified the individual in writing that the records were available for pickup or mailing;
 - the individual is unable to show proof of prior payment to the Retirement System; and
 - the Retirement System has provided a detailed and itemized estimate that is the basis for the current request's increased deposit.

- The Retirement System will not require the estimated 100% deposit if any of the following apply:
 - the individual making the request is able to show proof of prior payment in full to the Retirement System;
 - the Retirement System is subsequently paid in full for all applicable prior FOIA requests; or
 - 365 days have passed since the request was made for which full payment was not remitted to the Retirement System.

4. Calculation of Fees

- A fee will be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information in all instances where the failure to charge a fee would result in unreasonably high costs to the Retirement System because of the nature of the request in the particular instance, and the Retirement System identifies the nature of the unreasonably high costs.
- In accordance with the FOIA, the Retirement System may charge for the following six fee components when processing a FOIA request:
 - Labor costs associated with searching for, locating and examining a requested public record;
 - Labor costs associated with a review of a record to separate and delete exempt information from non-exempt information which is disclosed;
 - The costs of computer discs, computer tapes or other digital or similar media when the request asks for records in non-paper physical media;
 - The cost of duplication or publication, not including labor, of paper copies of public records;
 - Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet; and
 - The actual cost of mailing or sending responsive public records to a requestor.
- Labor Costs
 - All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
 - Labor costs will be charged at the hourly wage of the lowest-paid employee capable of doing the work in the specific fee category, regardless of who actually performs work.
 - If the Retirement System does not employ a person capable of separating and deleting exempt from non-exempt information, contracted labor costs will be charged at an hourly rate not exceeding an amount equal to 6 times the state established minimum hourly wage rate.
 - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

- Non-paper Physical Media
 - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
 - This cost will only be assessed if the Retirement System has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- Paper Copies
 - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$0.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
 - The Retirement System may provide records using double-sided printing, if cost-saving and available.
- Mailing Costs
 - The cost to mail public records will use a reasonably economical and justified means.
 - The Retirement System may charge for the least expensive form of postal delivery confirmation.
 - No cost will be made for expedited shipping or insurance unless requested.

5. Fee Reduction

- The Retirement System will waive the first \$20.00 of the processing fee for responding to a FOIA request if an affidavit is provided stating:
 - that the requestor is indigent and receiving specific public assistance; or
 - if not receiving public assistance, stating specific facts demonstrating an inability to pay because of indigency.
- A requestor is not eligible to receive a \$20.00 waiver if:
 - he/she has previously received discounted copies of public records from the Retirement System twice during the calendar year; or
 - he/she is requesting information on behalf of other persons who are offering or providing payment to the individual to make the request.
- The Retirement System will waive the fee for a nonprofit organization requesting public records which meets all of the following conditions:
 - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - the request is made directly on behalf of the organization or its clients;
 - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - the request is accompanied by documentation of the organization's designation by the State.

6. Appeals

- Denials of all or a portion of a FOIA request may be appealed to the Board of Trustees of the Retirement System. The appeal must be filed in writing, specifically state the word “appeal”, and identify the reason or reasons that the denial is believed to be improper.
- Within ten (10) business days of receiving the appeal the Board of Trustees shall do one (1) of the following:
 - Reverse the disclosure denial;
 - Uphold the disclosure denial and provide a written notice of the same; or
 - Reverse the disclosure denial in part and uphold the disclosure denial in part, providing written notice of the same.
- Whether or not an appeal of a denial is submitted to the Board of Trustees, a civil action may be commenced in Bay County Circuit Court within 180 days of the Retirement System’s final determination to deny the FOIA request.
- If you believe that the fee charged by the Retirement System to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal of the fee charged to the Board of Trustees. The appeal must be in writing, specifically state the word “appeal”, and identify the basis for contesting the fee charged.
- Within ten (10) business days after receiving the appeal, the Board will respond in writing in one of the following ways:
 - Waiving the fee;
 - Reducing the fee along with a written determination of the basis supporting the remaining fee;
 - Upholding the fee with a written determination indicating the basis for upholding the fee; or
 - Issuing a notice extending the time to respond by not more than ten (10) business days.
- Within forty-five (45) days of receipt of the Board’s determination on the appeal of the fee charged you may commence a civil action in the Bay County Circuit Court for a fee reduction.
- Appeals received by the Board of Trustees are not considered received until the first regularly scheduled meeting of the Board following submission of a written appeal.

The foregoing is only a summary of the City of Bay City Police and Fire Retirement System’s FOIA Policy and Procedures, and is provided for informational purposes only. A copy of the Retirement System’s FOIA Policy and Procedures is available at the Retirement System’s webpage at www.baycitymi.org/departments/boards-and-committees/item/180-police-and-fire-retirement-system-board.

CITY OF BAY CITY POLICE AND FIRE RETIREMENT SYSTEM
FREEDOM OF INFORMATION ACT POLICY & PROCEDURES

WHEREAS, the Board of Trustees of the City of Bay City Police and Fire Retirement System (the “Board” or “Board of Trustees”) is vested with the general administration, management and operation of the Retirement System and for making effective the provisions thereof, and

WHEREAS, the Board of Trustees has fiduciary duties to the members and beneficiaries of the Retirement System and shall discharge these duties solely in their interests for the exclusive purposes of providing benefits and defraying reasonable expenses, and

WHEREAS, it is the policy of the Board of Trustees to comply with the laws of this state and the United States consistent with these duties, and

WHEREAS, as a “public body” under the Michigan Freedom of Information Act (“FOIA”), Public Act 442 of 1976 as amended (MCL 15.231 *et seq*), the Board of Trustees has a legal obligation to process all written requests for Retirement System records in accordance with the requirements of the FOIA, and

WHEREAS, the FOIA was recently amended by Public Act 563 of 2014 (“PA 563”), with an effective date of July 1, 2015, and

WHEREAS, in light of the upcoming effective date of the amendments to the FOIA, the Board of Trustees desires to revise its policies and procedures with respect to Freedom of Information Act requests and responses thereto, therefore be it

RESOLVED, that the Board of Trustees hereby adopts the following Policy and Procedures for the administration of FOIA requests and responses:

I. GENERAL

A. Policy and Principles

- (1) It is the policy of the City of Bay City Police and Fire Retirement System (the “Retirement System”), consistent with the Michigan Freedom of Information Act, that all eligible persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.
- (2) The Retirement System’s policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and objective manner.
- (3) The Retirement System acknowledges that it has a legal obligation to disclose all non-exempt public records in its possession pursuant to a valid written FOIA request. The Retirement System further acknowledges that sometimes it is necessary to invoke the exemptions identified under the FOIA and other applicable law in order to ensure the effective operation of government and to protect the privacy of individuals.

- (3) The FOIA Coordinator will not require an estimated 100% fee deposit if any of the following apply:
- a. the person making the request is able to show proof of prior payment in full to the Retirement System;
 - b. the Retirement System is subsequently paid in full for the applicable prior written request; or
 - c. 365 days have passed since the person made the request for which full payment was not remitted to the Retirement System.

D. Waiver of Fees

- (1) The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:
- a. indigent and receiving specific public assistance; or
 - b. if not receiving public assistance stating facts demonstrating an inability to pay because of indigency.
- (2) An individual is not eligible to receive the waiver if:
- a. the requester has previously received discounted copies of public records from the Retirement System twice during the calendar year; or
 - b. the requester requests information in connection with other persons who are offering or providing payment to make the request.
- (3) A nonprofit organization designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Mentally Ill Individuals Act of 1986, Public Law 99-319, or their successors;, if the request meets all of the following requirements:
- a. is made directly on behalf of the organization or its clients;
 - b. is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code, 1974 PA 258 [MCL § 330.1931]; and
 - c. is accompanied by documentation of its designation by the State.

V. APPEALS

A. Appeal of a Denial of a Public Record

- (1) When a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial to the Board of Trustees of the Retirement System. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requester is seeking a reversal of the denial.
- (2) The Board of Trustees is not considered to have received a written appeal of either a denial or a fee amount until its first regularly scheduled meeting following the submission of the appeal.

III. PROCESSING A FOIA REQUEST

A. Responding to a FOIA Request

- (1) Within 5 business days of receipt of a FOIA request the Retirement System will issue a response, unless otherwise agreed to in writing by the person making the request. The Retirement System will respond to the request in one of the following ways:
 - a. Grant the request;
 - b. Issue a written notice denying the request;
 - c. Grant the request in part and issue a written notice denying in part the request;
 - d. Issue a notice indicating that due to the nature of the request the Retirement System needs an additional 10 business days to respond; or
 - e. Issue a written notice indicating that the public record requested is available at no charge on the Retirement System's website.
- (2) If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request (FOIA Form-2). If the cost of processing a FOIA request is \$50.00 or less, the requester will be notified of the amount due and where the documents can be obtained.
- (3) If the estimated cost of processing a FOIA request is expected to exceed \$50.00, or if the requester has not fully paid for a previously granted request, the Retirement System will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requester with a detailed itemization of the allowable costs estimated to be incurred by the Retirement System to process the request and also provide a best efforts estimate of a time frame it will take the Retirement System to provide the records to the requester upon receipt of the required deposit (FOIA Form-3). The best efforts estimate shall be nonbinding on the Retirement System, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.
- (4) The Retirement System shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Retirement System records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal business operations of the Retirement System.
- (5) The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record to the person requesting the public record.
- (6) A webpage link to a copy of this Policy and Procedures shall be provided to with the response to all written requests for public records.

B. Denial of a FOIA Request

- (1) If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide, as applicable:
 - a. An explanation why a requested public record is exempt from disclosure; or
 - b. A certificate that the requested record does not exist under the name or description provided by the requester, or another name reasonably known by the Retirement System; or
 - c. An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
 - d. An explanation of the person's right to submit an appeal of the denial to either the Board of Trustees or seek judicial review in the Bay County Circuit Court; and
 - e. An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of up to \$1,000, should the requester prevail in Circuit Court.
 - f. The Notice of Denial shall be signed by the FOIA Coordinator.
- (2) If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines provided under the FOIA.

IV. FEES

A. Generally

- (1) A fee shall be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information in all instances where the failure to charge a fee would result in unreasonably high costs to the Retirement System because of the nature of the request in the particular instance, and the Retirement System specifically identifies the nature of the unreasonably high costs.
- (2) The following factors shall be used to determine an unreasonably high cost to the Retirement System:
 - a. The particular request incurs costs greater than incurred from the typical or usual request received by the Retirement System.
 - b. Volume of the public record requested
 - c. Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
 - d. The available staffing to respond to the request.
 - e. Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

- (3) The Retirement System may charge for the following costs associated with processing a FOIA request:
- a. Labor costs directly associated with searching for, locating and examining a requested public record;
 - b. Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed;
 - c. The actual cost of computer discs, computer tapes or other digital or similar media;
 - d. The cost of duplication of publication, not including labor, of paper copies of public records;
 - e. The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means; and
 - f. The actual cost of mailing or sending a public record.

B. Calculation

- (1) Labor costs will be calculated based on the following requirements:

- a. All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- b. The cost of labor directly associated with duplication, publication or transferring records to non-paper physical media can be charged in time increments of the public body's choosing with all partial increments rounded down.
- c. Labor costs will be charged at the hourly wage of the lowest-paid Retirement System employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- d. If using contract or outside labor to separate and delete exempt material from non-exempt material, the public body must clearly note the name of person or firm who does the work and the labor cost may not exceed an amount 6 times the state minimum hourly wage.
- e. Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The Retirement System may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- (2) The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- a. Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- b. This cost will only be assessed if the Retirement System has the technological capability necessary to provide the public record in the requested non-paper physical media format.

- (3) The cost to provide paper copies of records will be based on the following requirements:

- a. Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.

- b. The Retirement System may provide records using double-sided printing, if available.
- (4) The cost to mail records to a requester will be based on the following requirements:
- a. The actual cost to mail public records using a reasonably economical and justified means.
 - b. The Retirement System shall charge for the least expensive form of postal delivery confirmation.
- (5) If the FOIA Coordinator does not respond to a written request in a timely manner, the following fee reductions shall be applied:
- a. Reduce the labor costs by 5% for each day the Retirement System exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - i. The late response was willful and intentional.
 - ii. The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information.
 - iii. The written request included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy” or a recognizable misspelling of such, or legal code reference to MCL 15.231, *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
 - b. Fully note the charge reduction in the Detailed Itemization of Costs Form (FOIA Form-2).

C. Fee Deposits

- (1) If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by the FOIA Coordinator, the requester will be asked to provide a deposit not exceeding one-half of the total estimated fee.
- (2) If a request for public records is from a person who has not fully paid the Retirement System for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:
- a. the final fee for the prior written request is not more than 105% of the estimated fee;
 - b. the public records made available contained the information sought in the prior written request and remain in the Retirement System's possession;
 - c. the public records were made available to the individual, subject to payment, within the time frame estimated by the Retirement System to provide the records;
 - d. 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
 - e. the individual is unable to show proof of prior payment to the Retirement System; and
 - f. the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

- (3) The FOIA Coordinator will not require an estimated 100% fee deposit if any of the following apply:
- a. the person making the request is able to show proof of prior payment in full to the Retirement System;
 - b. the Retirement System is subsequently paid in full for the applicable prior written request; or
 - c. 365 days have passed since the person made the request for which full payment was not remitted to the Retirement System.

D. Waiver of Fees

- (1) The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:
- a. indigent and receiving specific public assistance; or
 - b. if not receiving public assistance stating facts demonstrating an inability to pay because of indigency.
- (2) An individual is not eligible to receive the waiver if:
- a. the requester has previously received discounted copies of public records from the Retirement System twice during the calendar year; or
 - b. the requester requests information in connection with other persons who are offering or providing payment to make the request.
- (3) A nonprofit organization designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Mentally Ill Individuals Act of 1986, Public Law 99-319, or their successors;, if the request meets all of the following requirements:
- a. is made directly on behalf of the organization or its clients;
 - b. is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code, 1974 PA 258 [MCL § 330.1931]; and
 - c. is accompanied by documentation of its designation by the State.

V. APPEALS

A. Appeal of a Denial of a Public Record

- (1) When a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial to the Board of Trustees of the Retirement System. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requester is seeking a reversal of the denial.
- (2) The Board of Trustees is not considered to have received a written appeal of either a denial or a fee amount until its first regularly scheduled meeting following the submission of the appeal.

- (3) Within 10 business days of receiving the appeal the Board will respond in writing in one of the following ways:
 - a. Reverse the disclosure denial;
 - b. Uphold the disclosure denial;
 - c. Reverse the disclosure denial in part and uphold the disclosure denial in part; or
 - d. Under unusual circumstances, issue a notice of extension for not more than 10 business days to respond to the appeal.
- (4) Regardless of whether a requester submitted an appeal of a denial to the Board, he or she may file a civil action in Bay County Circuit Court within 180 days after the Retirement System's final determination to deny the request.

B. Appeal of an Excessive FOIA Processing Fee

- (1) If a requester believes that the fee charged by the Retirement System to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Board of Trustees. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.
- (2) Within 10 business days after receiving the appeal, the Board will respond in writing by:
 - a. waiving the fee;
 - b. reducing the fee with a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the Board that the statements in the determination are accurate and the reduced fee amount complies with this Policy and Procedures and Section 4 of the FOIA;
 - c. upholding the fee with a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the Board that the statements in the determination are accurate and the fee amount complies with this Policy and Procedures and Section 4 of the FOIA; or
 - d. issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Board will respond to the written appeal.
- (3) Within 45 days after receiving notice of the Board's determination of a fee appeal, a requester may commence a civil action in Bay County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the Retirement System is not obligated to process the request for the public record until the Court resolves the fee dispute.

VI. MISCELLANEOUS

A. Conflicts

- (1) To the extent that this Policy and Procedures conflict with previous FOIA policies promulgated by the Board of Trustees, this Policy and Procedures shall supersede all prior policies and shall control.

(2) To the extent that any provision of this Policy and Procedures or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control.

B. Effective Date

(1) This FOIA Policy and Procedures become effective July 1, 2015.

**CITY OF BAY CITY POLICE AND FIRE RETIREMENT SYSTEM
FREEDOM OF INFORMATION REQUEST FORM**

Pursuant to the Michigan Freedom of Information Act (P.A. 442 of 1976, as amended), I hereby request to be:

Please check one:

- Provided with copies of the records described below
- Permitted to review copies of the records described below

I understand that if I would like the records described above provided on non-paper physical media (computer disc, computer tapes, or other digital or similar media) or electronically mailed to me in lieu of paper copies, I must so indicate. I also understand that the records will be provided to me on non-paper physical media as long as that the Retirement System has the technological capability necessary to provide the records on the particular non-paper physical media.

I understand that in requesting copies of these records, I am responsible for all reasonable costs associated with the document search, examination, review, redaction and copying fees, not to exceed limits set forth in MCLA 15.234, and will remit to the City of Bay City Police and Fire Retirement System (“Retirement System”) all such costs on or before the date of delivery. Payment of this fee becomes an obligation and is guaranteed by me to the Retirement System as of the date of filing this request regardless of whether I ever pick up the materials ordered in this request, or the material exceeds my anticipated volume. I further agree to remit a deposit in the amount of one-half the estimated fee at the time of making this request, in the event the estimated fee exceeds \$50.00. I understand that certain material which I have requested may not exist altogether, not exist in the Retirement System's file under the name or description which I have provided, or may be exempt from release pursuant to the provisions of the Act and that I will be so advised by the Retirement System should that be the case. I also understand that some of the documents (or portion thereof), which I have requested may contain information or other material which is exempt from

release and may therefore be deleted.

I understand the Retirement System must respond to my request within five (5) business days after my request is received and that because of the nature of my request or the volume of documents requested, additional time may be required to locate and copy the materials. Accordingly, pursuant to Section 5(2)(d) of the P.A. 442 of 1976 (MCL 15.234), if requested to do so, I agree to an extension of ten (10) additional business days to produce the documents.

I understand that the records requested shall be furnished without charge for the first \$20.00 if I provide an affidavit and declare that I am indigent or represent a non-profit organization operating under PL 106-402 as specified in Section 4(2) of P.A. 442 of 1976, as amended.

Pursuant to Section 4(4) of the P.A. 442 of 1976 (MCL 15.234), the Retirement System maintains a summary of its policy, procedures and guidelines for FOIA requests on the Retirement System's webpage at: www.baycitymi.org/departments/boards-and-committees/item/180-police-and-fire-retirement-system-board.

Signature: _____

Print Name: _____

Date: _____

Address: _____

Telephone: _____

Email address: _____

Board of Trustees of the City of Bay City
Police and Fire Retirement System
301 Washington Ave.
Bay City, MI 48708

FOIA RESPONSE & FEE SUMMARY

Name of Person Requesting Information: _____

Date submitted to the FOIA Coordinator: _____

5 day due date: _____

10 day due date: _____

Pursuant to Section 4(1) of the FOIA (MCL 15.234), the Board of Trustees may recoup the labor costs of search, duplication, mailing, labor, redaction, etc., in responding to your request. With respect to your request for said information, you will be responsible for actual duplication costs including, but not limited to copying costs of not more than \$0.10 per page.

Below, please find a detailed itemization of the fees charged that lists and explains the charges of the 6 fee components listed in Section 4(1) of the P.A. 442 of 1976 (MCL 15.234).

LABOR COSTS

Search Cost: \$ _____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs associated with the necessary search, location and examination of the requested public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down. If stipulated by the requester, the Retirement System may add the hourly overtime wage increment (not included in the calculation of fringe benefit costs).

Review & Redaction Costs: \$ _____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs directly associated with the separating and deleting of exempt information from non-exempt information, at a cost of the hourly wage of the lowest-paid employee capable of separating and deleting exempt information from non-exempt information. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

Contracted Review & Redaction Costs: \$ _____ (\$48.90 per hour; ___ # of Hours)

Name of Contractor: _____

The cost of necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information at an hourly cost not exceeding an amount equal to 6 times the state's legal minimum hourly wage rate (i.e. $\$8.15 \times 6 = \48.90).

Duplication Costs: \$ _____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs directly associated with the duplication or publication, including making paper or digital copies and transmitting those duplications, of the public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining

the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down. If stipulated by the requester, the Retirement System may add the hourly overtime wage increment (not included in the calculation of fringe benefit costs).

Fringe Benefit Costs: \$ _____ (\$ ____ daily fringe benefit value x ____ multiplier)

The Retirement System may add up to 50% to the applicable labor charge to cover or partially cover the cost of fringe benefits. Subject to the 50% limitation, the Retirement System shall not charge more than the actual cost of fringe benefits. Overtime wages shall not be used in calculating fringe benefits. If the Retirement System has provided the applicable website address for a record in its written response and the requester thereafter requests that the public record be provided in a paper format or other form, the Retirement System may utilize a fringe benefit multiplier greater than the 50% limitation, but not to exceed the actual costs of providing the information as requested.

Subtotal Labor Costs: \$ _____

NON-LABOR COSTS

Non-Paper Media Cost: \$ _____

The actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.

Copying Cost: \$ _____ (____ @ \$0.10 per page)

Utilizing the most economical means available for making copies of the requested public records.

Cost of Mailing: \$ _____

The actual cost of mailing for sending the public records in a reasonably economical and justifiable manner.

Subtotal Non-Labor Costs \$ _____

+

Subtotal Labor Costs \$ _____

Total Costs \$ _____

-

Deposit Paid (if any) \$ _____

FOIA RESPONSE FEE ESTIMATE

Name of Person Requesting Information: _____

Date submitted to the FOIA Coordinator: _____

5 day due date: _____

10 day due date: _____

Best efforts estimate when records will be available: _____

Pursuant to Section 4(1) of the FOIA (MCL 15.234), the Board of Trustees may recoup the labor costs of search, duplication, mailing, labor, redaction, etc., in responding to your request. With respect to your request for said information, you will be responsible for actual duplication costs including, but not limited to copying costs of not more than \$0.10 per page.

Based on the nature of your request it is anticipated that the total fee to be charged in responding to your request will exceed \$50.00. Accordingly, the Board of Trustees requires a good faith deposit of [50% or 100%] of the total estimated fee before providing the requested records. Below, please find a detailed itemization of the estimated fees that lists and explains the charges of the six (6) fee components listed in Section 4(1) of the P.A. 442 of 1976 (MCL 15.234).

LABOR COSTS

Estimated Search Cost: \$_____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs associated with the necessary search, location and examination of the requested public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

Estimated Review & Redaction Cost: \$_____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs directly associated with the separating and deleting of exempt information from nonexempt information, at a cost of the hourly wage of the lowest-paid employee capable of separating and deleting exempt information from nonexempt information. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

Estimated Contracted Review & Redaction Cost: \$_____ (\$48.90 per hour; ___ # of Hours) _____

Name of Contractor: _____

The cost of necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information at an hourly cost not exceeding an amount equal to 6 times the state's legal minimum hourly wage rate.

Estimated Duplication Cost: \$_____ (\$ _____ per hour; ___ # of hours)

The portion of the labor costs directly associated with the duplication or publication, including making paper or digital copies and transmitting those duplications, of the public records, at a cost of the hourly wage of the lowest-paid employee capable of searching for, locating, and examining the requested records. Labor costs for this portion of the fee are charged in 15 minute increments, with all partial time increments rounded down.

Estimated Fringe Benefit Cost: \$_____ (\$____ daily fringe benefit value x ___ multiplier)

The Retirement System may add up to 50% to the applicable labor charge to cover or partially cover the cost of fringe benefits. Subject to the 50% limitation, the Retirement System shall not charge more than the actual cost of fringe benefits. Overtime wages shall not be used in calculating fringe benefits. If the Retirement System has provided the applicable website address for a record in its written response and the requester thereafter requests that the public record be provided in a paper format or other form, the Retirement System may utilize a fringe benefit multiplier greater than the 50% limitation, but not to exceed the actual costs of providing the information as requested.

Total Estimated Labor Cost: \$_____

NON-LABOR COSTS

Estimated Non-Paper Media Cost: \$_____

The actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.

Estimated Copying Cost: \$_____ (___@ \$0.10 per page)

Utilizing the most economical means available for making copies of the requested public records.

Estimated Cost of Mailing Cost: \$_____

The actual cost of mailing for sending the public records in a reasonably economical and justifiable manner.

Subtotal Estimated Non-Labor Costs \$_____

+

Subtotal Estimated Labor Costs \$_____

Total Estimated Costs \$_____

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