**POLICY 15-11**

**Freedom of Information Act (FOIA)**

Access to information about the district and its services

The Freedom of Information Act means that you have a right to see, or request a copy of, wide range of recorded information held by Oscoda Conservation District. This right was introduced in January 2005 but covers access to information produced by the District prior to this date.

A lot of District information, is online on our website or in publications available in the District office at 201 S Morenci Ave, Mio, Michigan 48647. The Freedom of Information Act gives you extra rights by allowing you to see, or have copies of information which might not otherwise be published, but client names and contact information is protected by the rights of privacy.

**Requests for information**

Requests for information can be made by sending a detailed letter or email to the Executive Director of the Oscoda Conservation District.

Oscoda Conservation District

PO Box 820

Mio, MI 48647

oscodacd@yahoo.com

In your letter be specific about the information that you are requesting.

**When we receive your request for information**

* We will acknowledge and, if necessary, contact you so that we are clear about your request for information.
* We will reply to you within 5 working days, saying whether or not we have the information you want and if there are any charges
* If we have the information and can release it, we will supply you with a copy of it, or a summary of it, or we will make it available to you to inspect within 20 working days
* If we cannot provide the information we will tell you why
* When you request information using the Act, there will be a charge for photocopying and postage if you want copies of the information to be sent to you. We will let you know if a charge applies to your request.
* **Fees and Charges:**  There is a **10 cent per page fee for making copies**. If the information has to be put together and is not easily accessible there will be a **$12.50 per hour fee** for getting the information together. In the event that it will take less than 1 hour to gather this information there will be a **minimum ½ hour fee charged or $6.25** TheExecutive Director will try to give an estimate of what it will cost for this information when the request is submitted to the Conservation District. If it is $50.00 or more for the information then a 50% deposit is required before the information is gathered.
* **Please note that some types of information may not have to be release under the Act, such as:**
* Information about criminal investigations
* Court records
* Information about commercial interests
* Personal information about other people

If you wish to comment on or complain about the service you have received, you can contact the District Office at the above address.

Freedom of Information Act Policy was unanimously approved by the Oscoda Conservation District Board of Directors on December 3, 2015\_\_\_\_\_\_\_\_during the regular meeting.

George Elbling, Chairman