

FREEDOM OF INFORMATION ACT GOOD FAITH DEPOSIT FORM

NOTICE TO REQUESTER:

YOUR REQUEST IS EXPECTED TO BE GRANTED IN FULL OR IN PART.

BECAUSE THE COST TO FILL YOUR REQUEST IS ESTIMATED TO EXCEED \$50.00, YOU MUST PROVIDE A GOOD FAITH DEPOSIT BEFORE THE REQUEST WILL BE PROCESSED. THE ESTIMATED COSTS ARE INCLUDED ON THE REVERSE (ITEMIZATION FORM). THE AMOUNT REQUIRED FOR YOUR DEPOSIT IS:

\$ _____, Payable to Richmond Community Schools

PLEASE MAIL OR DELIVER YOUR DEPOSIT TO:

FOIA Deposit, c/o FOIA Coordinator, 35276 Division, Richmond, MI 48062

AFTER YOUR DEPOSIT IS RECEIVED, THE NUMBER OF BUSINESS DAYS NEEDED TO FILL THE REQUEST IS ESTIMATED TO BE NO MORE THAN:

_____ BUSINESS DAYS

PURSUANT TO YOUR WRITTEN AND/OR VERBAL CONSENT:

- Your request has been modified: _____
- You have agreed to pay the extra cost for single-sided copies.
- You have agreed to pay the extra cost for overtime.
- You have only requested an on-site inspection of public records.

Approved By: _____ Dated: _____

Under Section 10A of the Michigan Freedom of Information Act, you have a right to appeal a fee that you believe exceeds the amount permitted under the District's written Procedures and Guidelines or Section 4 of the Act. You may submit a written appeal to the Superintendent for a fee reduction or waiver that specifically states the word "appeal" and identifies how the fee exceeds the permitted amount. If you do not receive a response within 10 business days or your appeal is denied, you may then commence an action in the Macomb County Circuit Court for a fee reduction within 45 days. If you commence a civil action, the District is not obligated to complete processing the request until the court resolves the fee dispute. If you prevail by receiving a reduction of 50% or more of the total fee, the court may award you an appropriate portion of reasonable attorneys' fees, costs, and disbursements, as well as damages if the District arbitrarily and capriciously violated the Act.

The District's specific procedures and guidelines, as well as a written summary and the standard form for detailed itemization of FOIA response fees, may be viewed at www.richmond.k12.mi.us.

INTERNAL USE ONLY

Request Identifier and Date Received: _____

First Discovered in Junk/Spam Folder: n/a _____ by _____ (initials)