



FOIA - Written Public Summary

A. How to submit written requests.

FOIA requests to West Shore Community College (WSCC) can be sent by email or mail to:

Email: foiarequests@westshore.edu

West Shore Community College
Attn. FOIA Coordinator
P.O. Box 277
Scottville, MI 49454

Requests should include a name, phone number, and mailing address.

B. How to understand the College's written responses to FOIA requests.

WSCC has several options when responding to written requests for public records. The FOIA request can be granted, denied, granted in part and denied in part, or be extended by 10 business days. After 10 business days pass, WSCC has to respond with one of the other options.

If the request is granted, or granted in part and denied in part, WSCC can also charge a fee to process the request. There is no fee for requests that do not require WSCC to incur costs above the threshold set in the FOIA Procedure. Fees are calculated following the procedure, and the requester will receive a detailed itemization of the fee. WSCC generally requires the requester to pay a deposit before the request is processed. After the request is processed, WSCC may require the balance to be paid prior to providing the records in its possession that fall within the scope of the request and that legally may be disclosed to the public. WSCC may also notify the requester that some of the records requested are available on the college website.

If the request is denied, WSCC will inform the requester of the basis for the denial in a written notice. Reasons WSCC may deny a request include:

1. The records requested were not described well enough and WSCC cannot determine what is being asked for;
2. WSCC has determined that it does not have records that respond to the request in its possession; or
3. The records requested are exempt from public disclosure.

If all or part of the request is denied, WSCC will inform the requester of the right to appeal its denial to the West Shore Community College Board of Trustees, and/or to file a lawsuit against WSCC in its written response.

C. Deposit requirements.

If WSCC estimates a fee to process a FOIA request greater than \$50.00, WSCC will generally require a good-faith deposit before processing the request. The deposit shall not exceed half of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by WSCC regarding the time frame after a deposit is received that it will take WSCC to provide the public records. The time frame estimate is not binding upon WSCC, but WSCC shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

D. Fee calculations.

The FOIA permits WSCC to charge a fee to process FOIA requests using a form to give a detailed itemization of the costs involved. WSCC may charge for the following costs:

1. the costs of labor for the search, location, and examination of public records;
2. the costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
3. the cost of nonpaper physical media;
4. the cost of duplication and publication of public records;
5. the costs of labor for the duplication or publication of public records;
6. the actual cost of mailing public records.

E. Avenues for challenge and appeal.

If WSCC charges a fee or denies all or part of a request, the requester may submit to the West Shore Community College Board of Trustees a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the Board of Trustees for a response.