

Ann Arbor Transportation Authority Freedom of Information Act Policy

Freedom of Information Act Policy

The Michigan Freedom of Information Act (FOIA) provides that most records of a public body are public information. The following policy summarizes AATA's procedures for dealing with FOIA requests and is subject to all provisions of FOIA.

1. FOIA requests shall be in writing and addressed to the AATA FOIA Coordinator who is the Deputy Chief Executive Officer.
2. Upon receipt of a FOIA request, the request shall be date stamped and times calculated for response. Requests made by facsimile (fax), electronic mail (email), or other electronic transmissions shall not be deemed received until one day after the electronic transmission.
3. All requests shall be responded to within five business days of receipt of the request unless time is extended as provided below.
4. All personal and private information shall be redacted from the materials being furnished prior to their release. The redacted information includes, but is not limited to: driver's license number, street address, date of birth, social security number, and telephone number. This information shall be redacted to protect the individual's right to privacy, as such information may be required for some AATA processes, but is furnished with the expectation that only AATA shall have the right to access and use it. Under some circumstances the FOIA Coordinator may determine that some of this redacted information can be furnished, but only upon written request, or by order of a court of competent jurisdiction. Other material exempt from disclosure under FOIA may also be redacted.
5. The Coordinator shall review the request, and issue a written notice to the requesting party within the time prescribed, doing one of the following:
 - a. Granting the request;
 - b. Denying the request;
 - c. Granting the request in part and denying the request in part;
 - d. Extending for not more than ten business days the period during which the public body shall respond to the request. Only one notice of extension for a particular request may be issued.
6. The FOIA Coordinator shall keep written requests on file for one year.
7. AATA shall furnish the requesting person with a reasonable opportunity for inspection and examination of public records and furnish reasonable facilities for making memoranda or abstracts from public records during usual business hours.
8. Any person examining public records shall bring to the examination only an erasable pencil with which to make notes or lists, etc. No pens or indelible writing instruments are allowed. No notes or writing of any kind shall be made on the documents themselves. In the event the inspection is of original records, AATA shall provide a monitor to ensure protection of the public records. In order to defray the cost to AATA of having the records review monitored by AATA

personnel, a fee shall be paid to AATA for personnel time as provided in 10 (b) of this Policy.

9. Except as otherwise provided by statute or ordinance, AATA may charge and receive a fee for public records search, for inspection of public records, and for providing a copy of public records according to the following schedule.
 - a. Copies of documents will be supplied at a rate of \$0.15 for each page for 8 1/2 x 11 inch paper; copies of photographs and other documents at actual charges for copying.
 - b. Personnel time, including search, examination, review and the deletion and separation of exempt from non-exempt information, duplication, and mailing shall be for the actual time spent calculated on the hourly wage of the lowest paid AATA employee in the department where the records are kept who is capable of retrieving the information necessary to comply with the request under this Act. For activities other than duplication and mailing, such charges may be imposed when the nature of the request would result in unreasonably high costs to AATA because of such factors as the number of records which must be reviewed.
10. The FOIA Coordinator shall have the authority to require that a deposit of up to one half (1/2) the anticipated charges associated with the processing of a FOIA request be paid before releasing any public records if the total anticipated costs exceed \$50.00.
11. Fees may be reduced or waived by the FOIA Coordinator if the waiver or reduction is in the public interest because the request will primarily benefit the general public.
12. Fees may be waived by the FOIA Coordinator up to the first \$20 for each individual entitled, if the individual is on public assistance. Fees may be waived upon a showing of other factors showing inability to pay. All such requests shall be in writing and shall be sworn to by the person requesting the waiver.
13. Decisions made by the FOIA Coordinator under this Policy may be appealed to the AATA Chief Executive Officer (CEO). Decisions of the CEO may be appealed to the AATA Board of Directors. Denials may be appealed to any court of competent jurisdiction.

Ann Arbor Transportation Authority Freedom of Information Act Request Form

Date:

To: Ann Arbor Transportation Authority

Requested by: _____

(NAME)

(ADDRESS)

(TELEPHONE)

Description of public records requested:

Nature of Request (check one below)

_____ Please provide a copy of the requested public records

_____ Please allow me an opportunity to inspect the requested public records prior to copying

Payment (check one below):

_____ I understand that Ann Arbor Transportation Authority may charge me a fee for providing copies of public records pursuant to the Ann Arbor Transportation Authority Freedom of Information Policy, including costs of copying, mailing, searching, examining, reviewing, separating, and redacting exempt information. Cost of copies are \$0.15 per letter size copies.

I agree that Ann Arbor Transportation Authority will respond to my request by _____ day of _____ month, _____ year.

(SIGNATURE)

Ann Arbor Transportation Authority Freedom of Information Act Request Tracking Form

Internal Tracing Form

Due Date: ` _____
(Response Date matching the application form unless requested an extension)

FOIA Coordinator Release Date: _____

Department signoff: - Attach materials to complete FOIA request

_____ Administration	_____ Finance/ Accounting
_____ Community Relations/ Outreach	_____ Service Development
_____ Human Resources	_____ Information Technologies
_____ Maintenance	_____ Operations

Cost: List Hours spent by department to complete FIOA request

_____ Administration	_____ Finance/ Accounting
_____ Community Relations/ Outreach	_____ Service Development
_____ Human Resources	_____ Information Technologies
_____ Maintenance	_____ Operations

Total Hours:

_____ Total Hours x _____ hourly rate of lowest paid person to complete the request

Completion date and FOIA Coordinator Signature:

_____ date _____