CHIPPEWA COUNTY HEALTH
DEPARTMENT'S

WRITTEN PUBLIC
SUMMARY
FREEDOM OF INFORMATION ACT (FOIA)
PROCEDURES AND GUIDELINES

A. **How to submit written requests:**

FOIA requests to Chippewa County Health Department may be submitted by any of the following means: EMAIL: cchdfoia@chippewacountymi.gov

MAIL: Chippewa County Health
Department
ATTN: FOIA Coordinator
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783

FAX: 906-253-1466

Requests should specify the desired records and include a name, phone number, mailing address and email if available. Additional identifying information may be requested in order to complete a search for the requested records.

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

Chippewa County Health Department has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one ten (10) business day extension. After ten (10) business days pass, the Health Department has to respond with one of the other options.

If the request is granted or granted in part and denied in part, the Health Department can also charge a fee to process the request. Fees are calculated using its procedures and guidelines and you will receive a detailed itemization of the fee. The Health Department may require you to pay a good faith deposit before it processes your request. After you pay any deposit and final balance due, the Health Department will produce records in its possession that fall within the scope of your request and that legally may be disclosed to the public. The Health Department may also notify you that some of the records you have requested are available on its website.

If the request is denied, the Health Department will inform you of the basis for its denial in a written notice. Reasons the Health Department may deny a request include:

1. You did not describe the records you have requested well enough and the Health Department cannot determine what you are asking for;

2. The Health Department has determined that it does not have records that respond to your request in its possession; or

3. The records you have requested are exempt from public disclosure.

If all or part of your request is denied, the Health Department will inform you of your right to appeal its denial to the Health Department and/or to file a lawsuit against the Health Department in its written response.

C. Deposit requirements.

If the Health Department estimates a fee to process a FOIA request greater than $50.00,the Health Department will require a good-faith deposit from you before providing the public records to you. The deposit will not exceed 1/2 of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by the Health Department regarding the timeframe after a deposit is received that it will take the Health Department to provide the public records to you. The time frame estimate is not binding upon the Health Department, but the Health Department will 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 1of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

D. Fee calculations.

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

1. The costs of labor for 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 costs of non-paper physical media;
4. The cost of duplication and publication of public records;
5. The actual costs of mailing public records. E.

Avenues for challenge and appeal:

If the Health Department charges a fee or denies all or part of a request, you may submit to the Health Officer a written appeal that specifically states the word "appeal" and identified 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 Health Officer for response.