

CITY OF ALGONAC
805 ST. CLAIR RIVER DRIVE
ALGONAC, MI 48001
www.algonac-mi.gov

The following is a review of how to submit a request for information under the F.O.I.A. from the City of Algonac and the procedure followed by the City.

The City of Algonac complies with the Michigan FOIA. This law offers the opportunity for each person to request information that the City of Algonac may have in its possession.

1. In order to properly complete the request for information the requester **MUST** fill out the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST**. This is available at the City Offices, 805 St. Clair River Drive, Algonac, Michigan 48001. You may also get a copy of this on the City's Website at www.algonac-mi.gov.
2. Once the **APPLICATION FOR FREEDOM OF INFORMATION REQUEST** is received at the City of Algonac, whether in person or by regular mail or by email, it will be date stamped and promptly forwarded to the F.O.I.A. Coordinator for processing.
3. The City F.O.I.A. Coordinator will review the request and determine:
 - a. If the request is for something that is available under the F.O.I.A. standards
 - b. If the City will be able to turn around their response to the request in the five (5) business days normally required by the law.
4. A letter will be sent to the requester, or other contact made - via phone or email - letting them know if the information is available within five (5) business days. If the F.O.I.A. Coordinator determines that it will take longer than five (5) business days to respond to the request for information, that will be stated clearly in the letter including an extension of ten (10) business days if so required. Therefore, the time to respond to the request may take up to 15 days from the receipt of the application. At that time a good faith estimate of the costs will be provided to the requester.
5. When the information is ready to be delivered, the F.O.I.A. Coordinator will either call the requester to let them know that the information (whether in hard copy or on a memory device) is ready to be picked up, that they can get the information via email (once payment is made), or this can be mailed (once again once the payment is made).
6. If for some reason a denial is given to the requester, a letter will be sent stating why the request was denied.
7. If they wish, the requester can appeal the denial in writing to the Algonac City Manager.

I acknowledge that I have read the above procedures regarding the City of Algonac F.O.I.A. requests.

Signed

Date