



Citizen's Guide to Obtaining Public Records

*As provided through the Freedom of Information Act,
All Boyne City public records shall be accessible to the public,
Precluding certain information specifically described and exempted from
disclosure by statute*

What Records can be viewed by a citizen?

Public records which are in the possession of the City, its officers or employees are open for public inspection as provided by and subject to the restrictions imposed by the [Michigan Freedom of Information Act \(FOIA\) MCL§15.231et.seq.](#) If you would like a copy of the State Statute, a copy will be provided at no charge.

Who May Obtain Open Records?

Any person requesting an open record by using the form included in this document shall have access to the open public record for the purpose of inspecting, abstracting or copying the records while the records are in the possession, custody or control of a designated City employee.

Where Can I Make Application To See Record?

The City Clerk's Office (319 North Lake Street) is the principal record keeper for Boyne City. If the Clerk's office does not maintain the records you request, they will direct you to the appropriate department. An employee of the City may remain with you as you inspect the records. A suitable facility for you to use during the inspection of records shall be furnished by the City.

When Can I Receive/View Open Records?

Requests for inspection or copying can be made during working hours for each department. Generally, this would be from 8:00 a.m. - 5 p.m. Monday through Friday, except holidays.

Unless otherwise agreed to in writing by the person making the request, a public body shall respond to a request for a public record within 5 business days after the public body receives the request by doing one of the following:

- (a) Granting the request.
- (b) Issuing a written notice to the requesting person denying the request.

- (c) Granting the request in part and issuing a written notice to the requesting person denying the request in part.

May I Take The Records With Me?

All original records must stay in the custody of the custodian in the office where the records are kept. Removal of the original records may be permitted only with the permission of the record custodian. The custodian has the authority to make copies of the requested records. Copying will not be undertaken if, in the judgment of the record custodian, it is likely to cause damage to such record.

Is There A Charge For Looking At These Records?

There will be no fee for inspection of any open public record(s) provided the staff is not required to spend more than ten (10) minutes locating the record(s). Should a copy of the record be desired, a copy will be supplied by staff. A fee of 5¢ per page will be charged for copies. Citizens may also be charged the hourly wage of the lowest paid public employee who is capable of retrieving the necessary information in order to comply with the request.

Can I Be Denied Access to Records?

Yes, you may be denied access to certain records if the custodian of the records determines that to give such record(s) could constitute a clearly unwarranted invasion of personal privacy or other special restrictions listed in the Michigan Freedom of Information Act. If refused access, you have the legal right to petition for a court order. The custodian will provide you with a written justification for denying your request.



FREEDOM OF INFORMATION REQUEST

CITY OF BOYNE CITY

Requested By:

_____ (Name)

_____ (Address)

_____ (Telephone Number)

Description of public records requested:

Nature of request (check one below):

_____ Please provide a copy of the requested records.

_____ Please provide a certified 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 the City of Boyne City may charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information.

_____ Attached is an affidavit of indigency. Please furnish me the requested public records without charge for the first \$20.00 of the required fee.

I agree the City of Boyne City may respond to my request by the _____ day of _____, 2006.

_____ (Date)

_____ (Signature)

_____ (Printed Name)