



DTMB Procurement Freedom of Information Act (FOIA) FAQ Sheet

Must a public record be requested in writing?

Yes. If requested orally, the requestor will be asked to submit the request in writing.

Do I have to pay for a FOIA request?

Most requests are not free; you will pay for searching, review, deletion and separation of exempt from non-exempt, scanning, duplication, labor and mailing costs. Procurement will supply an invoice and any deposit requirements to you after reviewing your request. Full payment must be received before the records are sent out.

How can I pay for the fees associated with my request?

Payments for requests may be made by check or money order. Credit card payments are not accepted.

What if I just want to review the information in your offices?

FOIA, MCL 15.233(3) (3) provides for the inspection of documents. Non-exempt responsive documents are usually available to inspect by scheduling an appointment with the department's office between the hours of 9:00 am to 3:00 pm Monday –Friday. These appointments are subject to the availability of a monitor. The State can charge a fee for the room monitor and any subsequent copies requested. You may not copy or photograph any records during the inspection. Copies desired may be requested for copying and sent to you at a later date.

How do I communicate my request to DTMB Procurement?

We must receive your request in writing, and you can submit it via email, facsimile, or mail. We encourage you to use the FOIA request form found at:

<http://www.michigan.gov/micontractconnect/0,4541,7-225-48677-57230--,00.html>

Email: DMB-PurchFOIA@michigan.gov

Facsimile: 517-335-0046

Mail: FOIA Coordinator

Department of Technology, Management, & Budget Procurement

Constitution Hall

525 W. Allegan St. - 1st Floor NE

Lansing, MI 48909

How long does it take to respond to my request?

We must respond to your Freedom of Information Act request within five business days. In some cases, we may extend this time period by ten days to fulfill your request completely. A response does not necessarily mean the records are provided within 5 days. The response may be in the form of an invoice.

How do you send the information I've requested?

We send items via United States Postal Service first class mail, electronically, if able, or customer pick-up. We may send the information overnight if you supply a completed overnight shipping form with your account number.

What if I just need a copy of a contract? Do I have to get them through a Freedom of Information Act request?

No. Contracts can now be accessed and obtained free of charge on our website, www.michigan.gov/micontractconnect, under "Contract List."

What if I have a question regarding the FOIA, whom can I contact?

For records related only to DTMB Procurement please direct your questions to the Procurement FOIA Coordinator, by email to DMB-PurchFOIA@michigan.gov or by phone to 517-284-7034.

For all other DTMB records please direct your questions to the DTMB FOIA Coordinator, by email to Buckberryg@michigan.gov or by phone to 517-335-1537 or by mail to:

DTMB FOIA Coordinator
George W. Romney Building
State Budget Office- 6th Floor
111 S. Capital Ave.
Lansing, MI 48933

For records related to other State Agencies (Not DTMB) direct your questions and request to that agency's FOIA Coordinator.