



Freedom of Information Act FAQ Sheet

Are my requests state funded or do I have to pay for them?

Most requests are not free; you will pay for duplication, labor and mailing costs. Purchasing Operations will supply an invoice and any deposit requirements to you after reviewing your request.

How much will it cost?

Cost depends on what you are requesting and what is required to fill your request. Charges are totaled for labor, duplication, and mailing.

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

Payments for requests may be made by check or money order.

Can I pay the FOIA fees by credit card?

No, payment for requests must be paid via check or money order.

Can I pay FOIA fees after I receive my request?

The payment must be received prior to releasing the records.

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

We will accommodate your request, and we will charge you for the labor of the employee who acts as monitor. If you decide to obtain copies of any items you view, you will be charged for the duplication and the labor.

Can I phone in my FOIA request?

We must receive your request in writing, and you can submit it via email, facsimile, or mail. Please use the [form](http://www.michigan.gov/buymichiganfirst/0,1607,7-225-48677-57230--,00.html) on our website (<http://www.michigan.gov/buymichiganfirst/0,1607,7-225-48677-57230--,00.html>) for your request.

Email: DMB-PurchFOIA@michigan.gov

Facsimile: 517-335-0046

Mail: FOIA Coordinator

Department of Technology, Management, & Budget

Purchasing Operations

2nd Floor, Mason Bldg

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.

How do you send the information I've requested?

We send items via United States Postal Service first class mail.

Can I pick up the information from your offices to avoid the mailing costs?

Yes.

Will you send the information by overnight mail?

Yes, if you supply a completed overnight shipping form with your account number.

Can I just request copies of contracts through your buyers, or do I have to get them through a Freedom of Information Act request?

Contracts can now be accessed and obtained free of charge on our website, www.michigan.gov/micontractconnect, under "Contract List." If you request this information in a different manner, you will be directed to our FOIA coordinator.

Is there someone who can answer other questions about the Freedom of Information Act?

Yes. Please direct your questions to Mike Bliss, Freedom of Information Act coordinator. You can reach Mike by email at DMB-PurchFOIA@michigan.gov or by phone at 517-335-6544.