



What is FOIA?

The Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, MCL 12.231-15.246, regulates and sets requirements for the disclosure of public records by all public bodies in the state. In general, all records except those specifically cited as exceptions are covered by the FOIA.

How Do I Submit a FOIA Request?

1. Mail your written request to: FOIA Coordinator
Michigan DEQ
PO Box 30473
Lansing, MI 48909
2. Fax your written request to: 517-241-7428

What Do I Need to Include in My Request?

Please give as much detail as possible about the information you are seeking, including the street address of a facility or property if you are seeking information relative to a facility or property. The request must describe the record sufficiently to enable the Michigan Department of Environmental Quality (MDEQ) to find the public record. Be as specific as possible by including dates of records, titles of reports, and/or names of relevant correspondents. The FOIA requires that a public body respond to a FOIA request within five working days of receiving the request by granting the request, denying the request, granting part and denying part of the request, or taking a 10-business-day extension of time in which to respond.

What are the Costs Involved?

The MDEQ may charge a fee for the necessary copying of a public record for inspection or providing a copy of a public record to a requester. The MDEQ may also charge for search, examination, and review and the separation of exempt from non-exempt information. In calculating the labor costs incurred in processing the request, the MDEQ may not charge more than the hourly wage of the lowest paid employee capable of retrieving the information necessary to comply with the request [REDACTED]

- The processing of a FOIA request may be furnished without charge or at a reduced charge if the public body determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- The first \$20 of the fee must be waived for a person who is receiving public assistance or presents facts showing inability to pay because of indigence.
- If you are requesting a waived fee, please either provide a statement fully explaining the nature of the organization and why the information requested will be beneficial to the general public, or attach an affidavit stating that you are receiving public assistance or stating facts showing an inability to pay the cost because of indigency.

If you would like the MDEQ to provide you with an estimate of the fee before processing your FOIA request, please state that in your request and provide contact information. Instead of having the documents copied and mailed, you can arrange to view the documents at the appropriate MDEQ office.