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POLICY

The Department of Licensing and Regulatory Affairs (LARA) is required to fulfill the legislative intent of the Michigan Freedom of Information Act (FOIA), [MCL 15.231](#) et seq., in providing public access to nonexempt public records/information in accordance with the Act.

GUIDELINES

A FOIA request may be considered as any written request for records or documents, regardless of whether the request mentions the FOIA or not. FOIA requests may be made in electronic or hard copy form, and could potentially be embedded in correspondence whose primary topic is other than a request for records or information.

Each LARA agency may have varying statutes or standards that determine whether and/or how certain information can be disclosed. If a LARA employee has any doubt as to how a written request for records/information should be handled or the procedures for disclosure, the employee should contact his or her supervisor or the designated agency FOIA Liaison. The Department’s designated FOIA Coordinator, located in the LARA FOIA Office, may also be consulted.

The Office of the Attorney General, in general, indicates that all records/information of a public body except those specifically cited as exempt under [MCL 15.243, Section 13](#), are subject to disclosure in accordance with the FOIA. Public records/information subject to the FOIA includes:

- Correspondence (including e-mails)
- Records maintained in databases
- Approved and/or draft minutes of public meetings
- Informal notes or formal and informal recordings
- Public officials’ voting records
- Staff manuals
- Final orders or decisions in contested cases and the records on which they were made
- Promulgated rules

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- Written or recorded statements which implement or interpret laws, rules, or policies, including, but not limited to, guidelines, manuals, and forms with instructions adopted or used by the agency in the discharge of its functions.

It does not matter what form the requested public record is in. The FOIA, except for computer software, applies to any handwriting, typewriting, printing, Photostatting, photographing, photocopying, and every other means of physical or electronic recording. It includes letters, words, pictures, sounds, or symbols, or combinations thereof, as well as papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, removable disks, zip drives, drums, or other means of recording or retaining meaningful content.

Note: [LARA Work Rules](#) and [Departmental Policies](#) (G-23 & G-36) prohibit the use of State of Michigan resources for personal use/benefit, including letterhead, e-mail, and any other State equipment. Therefore, FOIA requests submitted by LARA employees must be from their personal equipment and on non-State of Michigan paper. FOIA requests received from LARA employees using State of Michigan paper, accounts, or equipment will be considered a violation of departmental rules and/or policies which may lead to disciplinary action.