



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER

6.4

EFFECTIVE DATE

March 14, 2008

SUBJECT

Freedom of Information Act (FOIA)

PAGE OF

Page 1 of 9

A. PURPOSE

The Department of Community Health is a public body required by law to provide public records to persons requesting public records unless those records are exempt from public disclosure by the Freedom of Information Act (FOIA) or some other statute.

The policy contained in this transmittal is intended to ensure uniformity of practice and procedures in the release of public records and in the fees charged for the cost of processing a request for public records.

B. REVISION HISTORY

Rescinds and replaces 01-C-1116(e)/GL-02 effective 01/17/2000. Original dated November 1, 2004.

December 14, 2012

C. DEFINITIONS

Fees: department charges to a FOIA requestor for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. Fees shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information. A fee of .25/page will be applied for all copies, in addition to any labor charges incurred.

FOIA Coordinator: the person designated by this department with the primary responsibility to accept and process requests for public records.

FOIA Representative: the person designated by the FOIA Coordinator to accept and process requests for public records on behalf of the FOIA Coordinator.

FOIA Request: a written request submitted to the department that describes a record sufficiently.

Person: an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

Public record: a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function. Public record does not include computer software. The FOIA separates public records into the following 2 classes:

- (i) Those that are exempt from disclosure under section 13.
- (ii) All public records that are not exempt from disclosure under section 13 and which are subject to disclosure under this act.

Requestor: the person (see definition of person) making the request for documents under the FOIA.



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 2 of 9

Writing: handwriting, typewriting, printing, photostatting, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drum, or other means of recording or retaining meaningful content. A writing is also information contained in a database or electronic records.

D. POLICY

GENERAL INFORMATION:

1. All documents in the Department's possession are public records subject to the FOIA, for which a disclosure determination is made by the FOIA Coordinator. This shall include documents in the Department's possession that are created by another agency (e.g., Family Independence Agency, CMS, etc.). However, documents which are possessed only by another agency or an entity under contract with the Department do not constitute the public records of the department.
2. FOIA requests may be submitted in person or via mail, facsimile machine or electronic mail. Except as set forth in paragraph 3, any written request for a document shall be considered a FOIA request, regardless of whether the FOIA is mentioned.
3. The following types of requests shall be forwarded to the Office of Legal Affairs for the proper processing:
 - a. A request from a governmental agency, including a court, which is entitled by law to receive the information or documents requested (e.g., a request under the Michigan Unemployment Compensation Act or from the Office of the Legislative Corrections Ombudsman, the Department of Human Services, the Auditor General, or another jurisdiction seeking certification of a prisoner's incarceration with the Department).
 - b. A discovery request pertaining to a lawsuit (e.g., Request for Production of Documents). All discovery requests shall be referred to the appropriate litigation coordinator, as set forth in the department's Lawsuit Policy.
 - c. A request from the Department of Attorney General for documents that are needed for pending litigation. Such requests shall be referred to the appropriate litigation coordinator.
 - d. A request from a private or governmental agency for employee personnel information which the employee has authorized to be released (e.g., employment verification to a lending institution or prospective employer). Such requests shall be referred to the appropriate personnel office.
 - e. A request from an employee to inspect the employee's personnel or medical files, or to receive one copy of the documents in those files. Such requests shall be referred to the appropriate personnel office.



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT

Freedom of Information Act (FOIA)

PAGE OF
Page 3 of 9

- f. A request from a collective bargaining unit, under its contract, for documents related to a disciplinary matter. Such requests shall be referred to the appropriate personnel office. The appropriate personnel office shall be advised of requests processed under the FOIA.
- g. Documents required to be produced by a subpoena or other court order.
- h. A request from a news media representative.
- i. A request from a law enforcement agency.

DEPARTMENT FOIA COORDINATOR/BUREAU COORDINATOR/FOIA REPRESENTATIVES:

4. Under Section 6 of the FOIA, the FOIA Coordinator for the Department shall be the Director of the Office of Legal Affairs, or designee thereof. Local FOIA representatives shall be designated to act on behalf of the Department FOIA Coordinator to accept and process FOIA requests received at the following locations:

The Department FOIA Coordinator is responsible for the following:

- All FOIA requests received for the Department of Community Health, excluding requests for the State Hospitals and Centers.
 - Responding to all questions concerning FOIA requests.
5. A FOIA representative shall be designated at each Hospital and Mental Health Center as identified by the Director of each center. A FOIA representative may also be designated for the personnel office and the record office at the institution.
 6. State Hospital and Centers Representatives shall comply with the following:
 - Forward to the Department Coordinator annual statistics on the number of FOIA requests.
 - Maintain a copy of all FOIA requests received and all completed Responses to Request for Public Records - FOIA form (DCH 0148(e)). These documents shall be retained in accordance with the Department's Retention and Disposal Schedule, but for no less than one year, in accordance with Section 3(2) of the FOIA.

PROCESSING FOIA REQUESTS:

7. A FOIA request received by an employee shall be immediately forwarded by e-mail, fax transmittal or hand delivery to the appropriate FOIA coordinator or FOIA representative. The appropriate FOIA coordinator/representatives shall respond to the request within five business days after the department receipt, using the Response to Request for Public Records - FOIA form (DCH-0148(e)). A request received by facsimile or electronic mail shall be considered received on the business day following the date of transmission. If additional explanation of the basis of FOIA or other statute for non-disclosure is needed, an attachment may accompany the



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 4 of 9

response form.

8. A ten business day extension may be taken by the appropriate FOIA coordinator/representative if necessary, using the Response to Request for Public Records - FOIA form (DCH-048(e)), within the timeframe allowed under Section 8 of this policy. The extension must notify the requestor that the ten-business day extension is being taken, the reason for the extension, and the new date for response.
9. The appropriate FOIA coordinator/representative shall review the request and determine whether the department possesses nonexempt records responsive to the request. The Department shall provide existing, nonexempt public records under the name given by the requestor or by another name reasonably known to the Department.
 - The FOIA does not require a public body to make a compilation, summary or report or information, except as required by Section 11 of the FOIA. However, it is not prohibited.
 - The FOIA does not require a public body to create a new public record, except as required in Section 11 of the FOIA. However, it is not prohibited.

The extracting of certain fields within a database is acceptable and is not constituted creating a new record. However, if other fields of the database are exempt under the FOIA, those fields will need to be redacted (blacked out) or removed from the record with the proper exemption being applied. Contact the Department FOIA Coordinator for questions in this area.

10. The appropriate FOIA coordinator/representative shall be responsible for obtaining the requested documents that are in the Department's possession. If the Department does not have the document requested, the local FOIA coordinator is not required to obtain it from outside the Department, including from another agency or an entity under contract with the Department, to comply with the request.
11. The appropriate FOIA coordinator/representative shall carefully review the documents obtained to ensure information and documents exempt from disclosure are not provided. Only those exemptions set forth in the FOIA, which are listed on the back of the Response to Request for Public Records - FOIA form (DCH 0148(e)), shall be used. If more than one exemption applies to a particular request, all relevant exemptions shall be indicated on the form when responding to a FOIA request. An explanation as to what was exempted shall be stated on the form.
12. If only a portion of a document is exempt, the exempt portion shall be deleted and the nonexempt portion of the document shall be disclosed. The local FOIA coordinator shall ensure exempt portions of a document are not legible on the copy provided.

EXEMPTIONS UNDER FOIA:

13. The exemptions allowed by the FOIA are expressed in general language, which must be applied to the specific document requested. It is impossible to list all exempt information or documents; therefore, local FOIA coordinators must be familiar with all exemptions listed on the back of the Response to Request for Public Records - FOIA form (DCH 0148(e)). The following are some of the exemptions which are most frequently used and examples of the items to which the



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 5 of 9

exemptions may apply:

- a. Clearly unwarranted invasion of an individual's privacy. Exemption 13(1)(a).
Examples - Home addresses and home telephone numbers, personal cellular phone numbers.
- b. Information which is preliminary to a final agency decision unless it is purely factual and the public interest warrants disclosure. Exemption 13(1)(m).
Examples - Interview notes; internal affairs, harassment and sexual harassment investigations prior to completion. (Note: Portions or all of an investigation may be exempt after completion for other reasons, e.g., privacy or security concerns.)
- c. The FOIA also permits exemption of documents or information specifically exempted from disclosure by another statute, Exemption 13(1)(d).
Examples - Documents and/or information protected under the Mental Health Code.
- d. Any document or information determined to be confidential by a hearing officer at a hearing conducted under Administrative Rule 791.3315.
- e. The home addresses, home telephone numbers, and other information contained within the personnel files of a Department employee, unless the requestor is the employee. However, the employee's name, age (not date of birth), past and present positions with the Department and length of service in a position shall be provided to any requestor. For purposes of this exemption, personnel files include medical and expunging files maintained on an employee.
- f. Information which is subject to a specific privilege (e.g., attorney-client, doctor-patient, psychologist-patient), except if the requestor has a signed release from the client or patient that is Health Insurance Portability and Accountability Act compliant. Exemption 13(1)(g) & (h).
- g. Information or records that would disclose the social security number of any individual. Exemption 13(1)(w).
- h. Information or records relating to a civil court action in which the requesting party and the Department are parties.

FEES:

14. Except as set forth below, all FOIA requestors shall be charged 25 cents per page. FOIA requests incurring total fees and costs under \$20.00 will not be charged. If a portion of a document must be redacted and recopied prior to production, the FOIA requestor shall be charged only for the copy provided.
15. A requestor shall not be charged for the first \$20.00 of a FOIA fee, where requestor has



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 6 of 9

submitted an affidavit verifying that the requestor is receiving public assistance or sufficiently stating facts showing an inability to pay the cost due to indigence. Questions concerning the waiver of fees should be directed to the Department FOIA Coordinator.

16. The actual cost of copying, including the duplication of CDs, diskettes, audio tapes, video tapes and related items, shall be charged at the hourly rate of the lowest-paid clerical employee (e.g., General Office Assistant E6, Secretary 9), except as provided for in paragraph 20, shall include appropriate labor charges.
17. The Department may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record.
18. In cases where a fee will be charged, the FOIA request shall be approved specifying the amount assessed and indicating that the documents will be provided after payment is received in full. If the amount assessed will exceed \$50.00, exclusive of any waived amounts, a 50 percent deposit shall be required before processing of the request begins. Upon completion of processing, the balance must be paid before the documents are delivered to the requestor.

INSPECTION:

19. The FOIA also requires that at the request of the person making the request, a reasonable opportunity for inspection of nonexempt public documents shall be allowed during normal business hours. The appropriate FOIA coordinator/representative must remove exempt material prior to the inspection. There is no charge for inspection of documents, although a fee will be charged if it is necessary to make a copy of a document in order to delete a portion that is exempt. There may be charge to supervise the inspection of records.

APPEAL OF DENIAL:

20. A requestor whose request has been denied in full or in part may appeal the denial to the Director. The appeal shall state the word "appeal" and identify the reason or reasons for the reversal of the denial. The Director may reverse the initial denial determination or uphold the initial denial determination or both.

EXHIBITS:

21. Attached to this policy you will find the following exhibits:
 - a. DCH-0148, Response to Request for Public Records - FOIA.
 - b. DCH-0704, FOIA Fee Calculation Record.
 - c. DCH-0383, Statement of Fees for Freedom of Information Act Requests.

OTHER AVAILABLE INFORMATION:

- a. Listing of current FOIA Coordinators for the State of Michigan
- b. Listing of FOIA Coordinators and Representatives for the MDCH



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 7 of 9

E. PROCEDURE

The Department FOIA Coordinator is responsible for providing assistance and advice to all FOIA representatives in processing FOIA requests involving complex documents or confidential information.

| <i>Responsibility</i> | <i>Action</i> |
|---------------------------------------|--|
| <i>Central Office Employee</i> | 1. Receives a request for public records (FOIA). 2. Forwards the request to the Department FOIA Coordinator immediately, preferably by fax or e-mail. |
| <i>FOIA Coordinator</i> | 1. Assigns number to request and enters it into FOIA database. 2. Completes FOIA memorandum requesting documents and forwards to the appropriate bureau/office/division. |
| <i>Bureau/Office/Division</i> | 1. Receives memorandum from FOIA coordinator requesting documents. a. If documents requested are not maintained in that office/bureau, the appropriate box should be checked and the "memorandum" returned to the FOIA Coordinator by due date. b. If documents are maintained in the office/bureau: <ol style="list-style-type: none"> i. Ensures appropriate documents are gathered. ii. Reviews documents for accuracy and completeness. iii. Sends two copies of requested documents along with signed "memorandum" to FOIA Coordinator within designated time limit. |
| <i>FOIA Coordinator</i> | 1. Carefully screens documents for exemptions. 2. Completes response form DCH 0148(e). If exemptions have been taken, completes back of 0148(e) by checking appropriate exemption(s) and describing the exemption(s) on the bottom of the form. 3. If a fee is applicable, determines appropriate amount and notifies the requestor using response form DCH 0383(e). 4. Enters action taken, fees, description of documents |



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

| | |
|-----------------------|--------------------|
| CHAPTER | Policy/Legislation |
| NUMBER | 6.4 |
| EFFECTIVE DATE | March 14, 2008 |
| PAGE OF | Page 8 of 9 |

SUBJECT
Freedom of Information Act (FOIA)

| | |
|------------------------------------|--|
| | <p>requested and any other pertinent information on computer.</p> <ol style="list-style-type: none"> 5. Sends response form to requestor. 6. Logs the date the response form was mailed. 7. Maintains a copy of response form. 8. Receives payment from requestor, stamps date received in the FOIA Office, pulls original request, and makes copy of check or money order. 9. Prepares fee receipt. Sends check and one copy of receipt to Finance within one business day of receipt. Ensures one copy of receipt is maintained. 10. Records payment received. |
| FOIA Coordinator | <ol style="list-style-type: none"> 1. Produces and reviews the report each week to verify all requests have been timely completed. 2. Prepares a statistical report of requests processed monthly. 3. Obtains annual reports from State Hospitals and Centers on the number of FOIA requests processed. |
| Department FOIA Coordinator | <ol style="list-style-type: none"> 1. Receives all FOIA Appeals from Director. 2. Assigns number and enters FOIA Appeal into database. 3. Investigates initial response and prepares an appeal response. Final response is forwarded to the Director. |
| Director | Upholds or reverses initial response. |
| Department FOIA Coordinator | <ol style="list-style-type: none"> 1. Receives signed appeal response from the Director, makes copy of appeal response and maintains file. Forwards appeal response to the requestor. |

F. REFERENCES

PA 442 of 1976.



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
POLICY AND PROCEDURE MANUAL
POLICY & PROCEDURE

CHAPTER
Policy/Legislation

NUMBER
6.4

EFFECTIVE DATE
March 14, 2008

SUBJECT
Freedom of Information Act (FOIA)

PAGE OF
Page 9 of 9

G. CONTACT

Director (517) 241-0048
Office of Legal Affairs and FOIA
Bureau of Legal Affairs

Legal Affairs Coordinator (517) 373-3772
Office of Legal Affairs and FOIA
Bureau of Legal Affairs

RECOMMENDED BY: _____ DATE: _____
Deputy Director

APPROVED BY: _____ DATE: _____
Director

**RESPONSE TO REQUEST FOR PUBLIC RECORDS -
FREEDOM OF INFORMATION ACT**

Michigan Department of Community Health

| | |
|--|---|
| Date of Response | FOIA Request |
| Request Type: | |
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Additional Info. |

Dear ,

This letter is in response to your request dated, received in this office on
for COPIES INSPECTION of the following record(s):

Your request for public records has been reviewed and the following action(s) has been taken in compliance with the provisions of the State of Michigan's Freedom of Information Act.

1. **REQUEST GRANTED:**
This request involves too many documents to be processed within standard time frames. Your request will be processed as soon as staff have completed the copying. *MDCH STAFF: If this box is checked, you must provide another copy of this form when the documents are forwarded to the requestor. Also, check either box 2 or 3.*
2. **REQUEST GRANTED AS TO EXISTING NON-EXEMPT RECORDS:** Your requested documents are enclosed.
3. **REQUEST GRANTED IN PART and DENIED IN PART:** *(See comments on next page).*
4. **REQUEST DENIED:**
This agency has determined that the record(s) you have requested are exempt from disclosure based on the provisions of the Freedom of Information Act. *(See comments on next page).*
5. **REQUEST DENIED:**
To the best of our understanding, knowledge and belief, I certify that the record(s) you have requested do NOT exist within this agency.
6. **REQUEST DENIED:**
Your request does NOT describe the record(s) sufficiently, or by another name reasonably known, to enable us to determine what record(s) you are seeking. Please submit a new request describing the record(s) in greater detail.
7. The specific nature of your request involves a circumstance which requires an additional **10 business days** to properly process your request as provided by Section 5(2)(d) of the Freedom of Information Act.
The extension due date is . The reason for this extension is:

UNDER SECTION 10 OF THE FREEDOM OF INFORMATION ACT, IF A PUBLIC BODY MAKES A FINAL DETERMINATION TO DENY ALL OR A PORTION OF YOUR REQUEST, YOU MAY DO ONE OF THE FOLLOWING:

- (1) Submit to the head of the public body, a written letter that states the word "APPEAL" and identifies the reason or reasons for reversal of denial.
- (2) Commence an action in the circuit court to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.
- (3) Pursuant to MCL 15.235(5)(4)(e) this serves as notice of the right to receive attorneys' fees and damages as provided in Section 10, if after judicial review, the circuit court were to order disclosure of all or a portion of the document(s) requested.

| | |
|---|---|
| Signature of FOIA Coordinator or Representative | Name of Responding Office Aaron J. Vroman, FOIA Coordinator Office of Legal Affairs |
|---|---|

See Reverse Side for Non-discrimination Information

DENIAL OF RECORDS:

Denial is based on the following provision(s) of the Freedom of Information Act, MCL 15.243, Sec. 13(1). (Check ALL that apply)

- (a) Information of a personal nature where the public disclosure of the information would constitute unwarranted invasion of an individual's privacy.
- (c) A public record that, if disclosed, would prejudice a public body's ability to maintain the physical security of custodial or penal institutions occupied by persons arrested or convicted of a crime or admitted because of mental disability, unless the public interest in disclosure under this act outweighs the public interest in disclosure.
- (d) Records or information specifically described and exempted from disclosure by statute.
[Cite:] Explain in comments below.
- (e) A public record described in this section that is furnished by the public body originally compiling, preparing, or receiving the record or information to a public officer or public body in connection with the performance of the duties of that public officer or public body, if the considerations originally given rise to the exempt nature of the public record remain applicable.
- (g) Information or records subject to attorney-client privilege.
- (h) Information or records subject to the physician-patient privilege, psychologist-patient privilege, the minister, priest or Christian Science practitioner privilege, or other privilege recognized by statute or court rule.
- (i) A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired.
- (l) Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by disclosure of those facts or evaluation.
- (m) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. This exemption does not apply unless the public body shows that in a particular instance the public interest in encouraging frank communications between officials and employees of public bodies clearly outweighs the public interest in disclosure. This exemption does not constitute an exemption under the state law for purposes of section 8(h) of the open meetings act, 1976 PA 267, MCL 15.268. As used in this subdivision, "determination of policy or action" includes a determination relating to collective bargaining, unless the public record is otherwise required to be made available under 1947 PA 336, MCL 423.201 to 423.217.
- (p) Testing data developed by a public body in determining whether bidders' products meet the specifications for purchase of those products by the public body, if disclosure of the data would reveal that only one bidder has met the specifications. This subdivision does not apply after 1 year has elapsed from the time the public body completes the testing.
- (t) Except as otherwise provided in this subdivision, records and information to an investigation or a compliance conference conducted by the department of community health under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838, before a complaint is issued. This subdivision does not apply to records and information pertaining to 1 or more of the following:
 - (i) The fact that an allegation has been received and an investigation is being conducted, and the date the allegation was received.
 - (ii) The fact that an allegation was received by the department of community health; the fact that the department community health did not issue a complaint for the allegation; and the fact that the allegation was dismissed.
- (u) Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
- (v) Records or information relating to a civil action in which the requesting party and the public body are parties.
- (w) Information or records that would disclose the social security number of any individual.

Comments:

Description of Information Deleted or Separated from the Public Record Requested:

Exemption Not Listed Above:

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, political beliefs, or disability.

FOIA FEE CALCULATION RECORD

Michigan Department of Community Health

| | |
|-----------------|-----------------|
| Requesters Name | Date of Request |
|-----------------|-----------------|

INSTRUCTIONS:

Complete all applicable areas. Do NOT fill in the shaded areas.
 The calculations are pre-programmed, do not alter them.
 The NUMBER OF HOURS should be based on 1/10 hour increments = 6 minutes.
 Fringe Benefits are based on FY 2010. (adding 53%)

| Column A ITEM DESCRIPTION | Column B RATE | Column C QUANTITY | Column D FRINGE BENEFITS (add 52.98%) | Column E ITEM CHARGE |
|--|-----------------------------|----------------------|--|----------------------------|
| 1 Locating or Retrieving Records | Hourly Wage X | No. of Hours + | 53% = | \$ - |
| 2 Reviewing Records | Hourly Wage X | No. of Hours + | 53% = | \$ - |
| 3 Separating Exempt from Non-exempt Materials | Hourly Wage X | No. of Hours + | 53% = | \$ - |
| 4 Assisting with On-site Review / Security | Hourly Wage X | No. of Hours + | 53% = | \$ - |
| 5 Photocopying Records | Cost per Sheet \$ 0.25 X | No. of Sheets | = | \$ - |
| 6 Duplicating Records on Computer Disk(s) | Cost per Disk X | Number Used | = | \$ - |
| 7 Off-Site Copy Costs (actual) | | | = | |
| 8 Small Envelopes | \$ 0.05 X | Number Used + | = | \$ - |
| 9 Large Envelopes | \$ 0.10 X | Number Used + | = | \$ - |
| 10 Mailing Costs (actual) | | | = | |
| 11 SUB-TOTAL: | | | | \$ - |
| 12 Indigent Waiver Credit | | | | \$ - |
| 13 NET TOTAL: | | | | \$ - |

Information to be transferred to form DCH-0383 (Statement of Fees for FOIA Requests):

| | |
|---|------|
| Field #1 (of DCH-0383) Total Labor Charges (sum of rows 1 - 4, column E) | \$ - |
| Field #2 (of DCH-0383) Total Copying and Duplicating Costs (sum of rows 5 - 7, column E) | \$ - |
| Field #3 (of DCH-0383) Total Shipping and Handling Costs (sum of rows 8 - 10, column E) | \$ - |

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, political beliefs, or disability.

STATEMENT OF FEES FOR FREEDOM OF INFORMATION ACT REQUESTS

Michigan Department of Community Health

| | |
|--------------------------------|--------------------------------|
| Date of Statement | FOIA Request No. |
| Statement: | |
| <input type="checkbox"/> FIRST | <input type="checkbox"/> FINAL |
| FOIA Requester Name | |

IMPORTANT:

This statement shows the fees, which will be charged to you because of your request under the Freedom of Information Act. See the transaction checked below.

- Arrangements for personal inspection have been made. Documents were provided at viewing. Please send the fee (shown in item #6 below) **at this time.**
- Photocopies or Diskettes are enclosed. Please send the fee (shown in item #6 below) **at this time.**
- This Department requires a DEPOSIT before this request can be processed.
 - Please send the deposit (shown in item #7 below) **at this time.**
 - You will be billed for any remaining costs PRIOR to the materials being sent to you.
- You have already made a deposit of \$ _____, and this is the REMAINDER of the final cost.
 - Please send the amount (shown in item #8 below) **at this time.**
 - You will be sent the documents AFTER the remainder of the fee has been sent.

INSTRUCTIONS:

- Please make your check payable to: "STATE OF MICHIGAN"
- Mail a copy of this form and your check to:

**ACCOUNTING DIVISION - FOIA
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
PO BOX 30437
LANSING MI 48909-7937**

CHARGES: Actual Amount Estimated Amount

| | |
|---|----|
| 1. LABOR charges for searching for, examining of, and separation of exempt materials from non-exempt materials: | \$ |
| 2. DUPLICATION costs for photocopying documents or providing computer diskettes: | \$ |
| 3. SHIPPING and HANDLING charges: | \$ |
| 4. SUB-TOTAL CHARGE: (Sum of Lines 1 through 3) | \$ |
| 5. Indigent Waiver Credit (minus \$20.00 if applicable) | \$ |
| 6. NET TOTAL CHARGE: (Line 4 minus Line 5) | \$ |
| 7. DEPOSIT REQUIRED NOW (if any): | \$ |
| 8. REMAINDER REQUIRED NOW: (Line 6 minus Line 7) | \$ |

For Department of Community Health Office Use Only

| | | |
|---------------------------|-----------------------------|--|
| Agency Code 391 | Index | Name of FOIA Coordinator or Representative |
| PCA | Object Code Amount \$ | Return To: |
| PCA | Object Code Amount \$ | |

The Department of Community Health is an equal opportunity employer, services, and programs provider.

FOIA COORDINATORS

| Department/Agency | FOIA Coordinator | Telephone | Email |
|--|------------------|----------------|----------------------------|
| Agriculture and Rural Development | Brad Deacon | 241-4085 | deaconb9@michigan.gov |
| Attorney General | Christine Dingee | 335-0855 | DingeeC@michigan.gov |
| Auditor General | Paul Green | 334-8050 | PGreen@audgen.michigan.gov |
| Civil Rights | Candace Chivis | (313) 456-3819 | Chivisc@michigan.gov |
| Civil Service Commission | Diane Earls | 373-1849 | EarlsD@michigan.gov |
| Community Health | Aaron Vroman | 373-3772 | vromana@michigan.gov |
| Corrections | Melody Wallace | 373-0450 | WallaceM1@michigan.gov |
| Education | David Head | 241-2882 | HeadD@michigan.gov |
| Environmental Quality | Susan Vorce | 241-8166 | Vorces@michigan.gov |
| Human Services | Rebekah Visconti | 373-0976 | ViscontiR@michigan.gov |
| Licensing and Regulatory Affairs | Mel Farmer | 373-0194 | farmerm@michigan.gov |
| MI Economic Dev. Corp. | Adam Robach | 241-2830 | RobachA@michigan.org |
| MI State Housing Development Authority | Laurie Kelly | 241-2909 | Kelly1@michigan.gov |

FOIA COORDINATORS

| Department/Agency | FOIA Coordinator | Telephone | Email |
|-----------------------------------|-------------------------|------------------|-------------------------|
| Military and Veterans Affairs | Al Christian | 481-7645 | christiana@michigan.gov |
| Natural Resources | Teresa Gloden | 241-3252 | Glodent@michigan.gov |
| State | Doug Novak | 241-1276 | NovakD@michigan.gov |
| State Police | Lori Hinkley | 241-2017 | HinkleyL@michigan.gov |
| Technology, Management and Budget | Gary Buckberry | 335-1537 | buckberryg@michigan.gov |
| Transportation | Bill Perod | 248-470-3508 | PerodW@michigan.gov |
| Treasury | Carla Robert | 335-1200 | RobertC@michigan.gov |

Michigan Department of Community Health
Freedom of Information Act Coordinators/Representatives

Office of Legal Affairs
 Michigan Department of Community Health
 201 Townsend, 7th Floor
 Lansing, MI 48909
 Phone: (517) 241-0048
 Fax: (517) 241-1200
 E-mail: mdch-foia@michigan.gov

MDCH FOIA Coordinator (Official): Matthew Rick, OLAF Director (517) 241-0048

MDCH FOIA Coordinator (Appointed): Aaron Vroman, Legal Coordinator (517) 373-3772

| HOSPITAL/CENTER | REPRESENTATIVE APPOINTED |
|---|--|
| Caro Center 2000 Chambers Road Caro, MI 48723 Director: Rose Laskowski | Christopher Kwasneski (989) 672-9335 Alternate: Cheryl Spencer (989) 672-9332 |
| Center for Forensic Psychiatry PO Box 2060 Ann Arbor, MI 48167 Director: Carol Holden | Carol Reaume (734) 295-4201 |
| Hawthorn Center 18471 Haggerty Road Northville, MI 48167 Director: Roy Calley | Robert Bailey (248) 735-5936 |
| Kalamazoo Psychiatric Hospital 1312 Oakland Drive Kalamazoo, MI 49008 Director: James Coleman | Sue Studabaker (269) 337-3060 Alternate: Bea Porath (269) 337-3062 |
| Walter P. Reuther Psychiatric Hospital 30901 Palmer Road Westland, MI 48185 Director: Roy Calley | Shannon Baker (734) 367-8405 Alternate: Kathleen Cale (734) 367-8415 |

Revised: November 21, 2012