

Title Submitting Freedom of Information Act (FOIA) Requests	ID Number
Office Office of the Superintendent/Office of Administrative Law	Effective Date. 11-27-12
	Modification Date.
Purpose	

Freedom of Information Act (FOIA) requests may be addressed to:

David Head  
FOIA Coordinator  
608 West Allegan  
Pillar G-14, Fourth Floor, John A. Hannah Building  
Lansing, Michigan 48933

Electronic requests can be made to: [headd@michigan.gov](mailto:headd@michigan.gov).

The Department of Education may charge \$.08 a page for copied material, plus the rate of pay for the **lowest paid MDE employee capable** of retrieving and copying the information, and actual mailing costs for each request for existing records.

Each office will provide adequate space between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, which shall be available for use by those persons requesting review of records.

Responses placed in the mail before or by the end of the fifth business day from the date upon which the request was received will be deemed to constitute a timely response to any question made under this Act. This policy also shall apply to the ten day extended response period.

Questions about these procedures and/or assistance in submitting a Freedom of Information Act request may be directed to David Head, FOIA Coordinator ([headd@michigan.gov](mailto:headd@michigan.gov)), or by phone at (517-373-8369).

