

Michigan Department of State Police
Written Public Summary of the Department's Freedom of Information Act (FOIA)
Procedures and Guidelines

A. How to submit written requests.

FOIA requests to the Michigan State Police can be submitted online, or by email, fax, or mail.

Online: [Public Records Request Portal](#)
Email: MSPRecords@michigan.gov
Fax: 517-241-1935
Mail: Michigan State Police
Attn: Records Resource Section
P.O. Box 30634
Lansing, MI 48909

Requests must include a name, phone number or electronic mail address, and mailing address that meets United State Postal Service addressing standards.

B. How to understand the Department's written responses to FOIA requests

The department has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one (1) ten (10) business day extension. After ten (10) business days pass, the department must respond with one of the other options.

If the request is granted or granted in part and denied in part, the department can also charge a fee to process the request. Fees are calculated using its procedures and guidelines and you will receive a detailed itemization of the fee. The department may require you to pay a good-faith deposit before it processes your request. After you pay any deposit and final balance due, the department will produce records in its possession that fall within the scope of your request and that legally may be disclosed to the public. The department may also notify you that some of the records you have requested are available on its website.

If the request is denied, the department will inform you of the basis for its denial in a written notice. Reasons the department may deny a request include:

1. You did not describe the records you have requested well enough and the department cannot determine what you are asking for;
2. The department has determined that it does not have records that respond to your request in its possession; or
3. The records you have requested are exempt from public disclosure.

If all or part of your request is denied, the department will inform you of your right to appeal its denial to the head of the department and/or to seek judicial review of the denial in its written response.

C. Deposit requirements

If the department estimates a fee to process a FOIA request greater than \$50.00, the department will require a good-faith deposit from you before providing the public records. The deposit will not exceed half of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best effort estimate by the department regarding the time frame, after a deposit is received, that it will take the department to provide the public records. The time frame estimate is not binding upon the department, but the department will provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

D. Fee calculations

The FOIA permits the department to charge a fee to process FOIA requests using a form to give you a detailed itemization of the costs involved. The department may charge for the following costs:

1. the costs of labor for the search, location, and examination of public records;
2. the costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
3. the cost of non-paper physical media;
4. the cost of duplication and publication of public records;
5. the costs of labor for the duplication or publication of public records;
6. the actual cost of mailing public records.

E. Avenues for challenge and appeal

If the department charges a fee or denies all or part of a request, you may submit to the head of the department a written appeal that specifically states the word “appeal” and identifies the basis for which the fee should be reduced, or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the Director of the State Police or the person designated by the Director to respond to written appeals.

F. Transparency Liaison

The transparency liaison is available to assist members of the public in navigating the requirements of the Freedom of Information Act and other laws applicable to public records. In addition, the transparency liaison can provide information on participation in public meetings and compliance with the Open Meetings Act. The transparency liaison can be contacted at MSP-transparency@michigan.gov.