



*State Of Michigan  
Department Of Technology,  
Management & Budget*

**TECHNICAL  
PROCEDURE**

<b>Subject:</b>	<b>Procedure for Enhanced Access to Public Records Defined in the 9-1-1 GIS Grant Project</b>	<b>Procedure Number</b>
<b>Authoritative Policy:</b>	<u>1305 SOM Enterprise Information Technology Policy</u>	<b>1305.00.11.01</b>
<b>Standard Number:</b>	1305.00.11	
<b>Distribution:</b>	DTMB Center for Shared Solutions and Technology Partnerships (CSSTP) & public bodies such as local governments.	
<b>Purpose:</b>	<p>To establish a procedure to allow enhanced access to public records specifically defined in the 9-1-1 Geographical Information System (GIS) Grant Project, which covers access to the system or output of the GIS data specific to the project and the resulting repository on an on-going basis.</p> <p>Pursuant to the authority of Section 3(5) of the "Enhanced Access to Public Records Act," Public Act 462 of 1996, MCL 15.441 et. Seq., as amended, DTMB establishes definitions and operational provisions for enhanced access to or output of public records created from the 9-1-1 GIS Grant Project; authorizes the establishment of a fee schedule and establishes conditions for its waiver; and sets forth a disclaimer as to all expenses and implied warranties regarding access to or the use of public records created from the 9-1-1 GIS Grant Project for which enhanced access is provided.</p>	
<b>Owner:</b>	DTMB Center for Shared Solutions and Technology Partnerships (CSSTP)	

**Procedure:**

Who	Does What
Center for Shared Solutions and Technology Partnerships (CSSTP)	<ol style="list-style-type: none"> <li>1. Operational Provisions               <ol style="list-style-type: none"> <li>a. Pursuant to the provisions of the Enhanced Access to Public Records Act, determines that only access to or output of public records created from the 9-1-1 GIS Grant Project are available through enhanced access.</li> <li>b. Provides enhanced access for inspection, copying or purchase of a public record created from the 9-1-1 GIS Grant Project that is not confidential or otherwise exempt by law from disclosure.</li> <li>c. Ensures that 9-1-1 GIS Grant Project related information and property are protected, maintained and enhanced.</li> </ol> </li> <li>2. Fees               <ol style="list-style-type: none"> <li>a. Except as otherwise provided by act or statute, sets and charges a reasonable fee for enhanced access to the 9-1-1</li> </ol> </li> </ol>



Who	Does What
	<p>GIS Grant Project system or output of the GIS data specific to the project and the resulting repository on an on-going basis.</p> <p>b. Charges a reasonable fee for providing enhanced access to the 9-1-1 GIS Grant Project system or output of the GIS data specific to the project and the resulting repository on an on-going basis.</p> <p>c. May furnish enhanced access without charge or at a reduced charge in accordance with a written intergovernmental agreement.</p> <p>If it is determined that a waiver or reduction of fees is in the public interest because enhanced access can be considered as primarily benefiting the general public. Examples may include, but are not limited to, instanced when:</p> <ul style="list-style-type: none"> <li>i. Release of the 9-1-1 GIS Grant Project related information for no cost or at a reduced cost is critical to public health, safety or welfare;</li> <li>ii. The 9-1-1 GIS Grant Project related information is required to meet legal, programmatic or governmental objectives.</li> <li>iii. The cost of administering the fees would exceed the revenue to be collected.</li> <li>iv. The reasonable fee established would sufficiently limit the number of users to comprise achieving program or other governmental objectives.</li> </ul> <p>d. Enters into agreements with other public bodies to provide enhanced access to the 9-1-1 GIS Grant Project system or output of the GIS data specific to the project and the resulting repository on an on-going basis at a reduced fee or at no fee, in accordance with Section 3 of the Enhanced Access to Public Records Act.</p>

<b>Disclaimer:</b>	<p>Recipients of enhanced access to or output from the GIS data specific to the 9-1-1 GIS Grant Project and the resulting repository on an on-going basis receive access and 9-1-1 GIS Grant Project related public records and information "AS IS." DTMB and its officials, employees, and agents make no warranties of any kind, whether express or implied, including but not limited to warranties of accuracy, ownership, title, fitness or a particular purpose, or as to a recipient's right to use such 9-1-1 GIS Grant Project related public records or information. Recipients are solely responsible for investigating, responding to, litigating and settling all claims with regard to the use or access to all such 9-1-1 GIS Grant Project related enhanced public records, information and system, and agree as a condition of seeking and obtaining enhanced access to such enhanced 9-1-1 GIS Grant Project public records, information and system to protect, indemnify and hold DTMB harmless against any and all such claims, including the payment of any damages, costs or attorney fees.</p>
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**Definitions:**

**Enhanced Access** – A public record's immediate availability for public inspection, purchase or copying by digital means. Enhanced access does not include transfer of ownership of public records.

**Geographical Information System** – An informational unit or network capable of producing customized maps based upon a digital representation of geographical data.

**Operating Expenses** – Include, but are not limited to, a public body's direct cost of creating, compiling, storing, maintaining, processing, upgrading or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, system development, employee time and the actual cost of supplying the information or record in the form requested by the purchaser.

**Person** – That term as defined in Section 2 of the Freedom of Information Act, Public Act 442 of 1976, Michigan Compiled Laws (MCL) [Section] 15.232, as amended.

**Public Body** – That term as defined in Section 2 of the Freedom of Information Act, Public Act 442 of 1976, MCL 15. 232, as amended.

**Public Record** – That term defined in Section 2 of the Freedom of Information Act, Public Act 442 of 1976, MCL 15. 232, as amended.

**Reasonable Fee** – A charge calculated to enable recovery over time of those operating expenses directly related to the public body's provision of enhanced access.

**Software** – That term defined in Section 2 of the Enhanced Access to Public Records Act, Public Act 462 of 1996, MCL 15. 442, as amended

**References:**

Public Act 462 of 1996, Section 3(5), Enhanced Access to Public Records Act, MCL 15.441 *et. Seq.*, as amended.

Public Act 462 of 1996, Section 2, Freedom of Information Act, MCL 15. 232, as amended.

Approving authority:

  
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John E. Nixon, CPA  
Director

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12/8/11  
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Date