

Department of Licensing and Regulatory Affairs (LARA)  
Frequently Asked Questions  
Freedom of Information Act, 1976 PA 442

The Freedom of Information Act (FOIA), 1976 PA 442, can be found at the following link: <http://legislature.mi.gov/doc.aspx?mcl-act-442-of-1976>

Contact Information:

Email: [LARAFOIAInfo@michigan.gov](mailto:LARAFOIAInfo@michigan.gov)  
Mail: State of Michigan  
Department of Licensing and Regulatory Affairs  
c/o FOIA Office  
Ottawa Bldg., 4th Floor  
P.O. Box 30004  
Lansing, MI 48909  
Phone: 517-335-3327  
Fax: 517-335-4037

Question #1: If I send a FOIA request to a specific LARA agency/bureau/commission, what will happen to it?

**Answer:** If a FOIA request is received by an agency/bureau/commission, it will be immediately forwarded to the LARA FOIA Office at [LARAFOIAInfo@michigan.gov](mailto:LARAFOIAInfo@michigan.gov). If the request is received via fax or mail, the request will be scanned and forwarded to the email provided above. The LARA FOIA Office will then process your request.

Question #2: I want to request records from LARA, can I call the LARA FOIA Office?

**Answer:** FOIA requests must be in writing. You can submit the request by email, fax or mail.

Question #3: How can I make sure I provide enough information in my request?

**Answer:** Provide as many specific details as possible – indicate the type of license you are requesting records for and which LARA agency your request is intended for. Also, be sure to describe, in detail, the type of records you are requesting. If you have specific information, like case numbers, incident dates, license numbers, or the like, those should be supplied in your request. Finally, be sure to include your contact information in case the LARA FOIA Office needs clarification or additional information.

Examples:

- “I am requesting disciplinary records for Dr. John Doe, license number xxxxxxxx.”
- “I am requesting a copy of the MIOSHA investigation report for the January 1, 1996 incident at ABC Company involving John Doe.”

Question #4: When will I receive documents I have requested under FOIA?

**Answer:** The FOIA requires an initial response to your request, or a notice of an

extension, within 5 business days. If an extension is taken, LARA has 10 additional business days to provide a response. Depending upon the nature of your request, you may receive copies of existing nonexempt public records with this initial response. If the request involves a complicated search for numerous records, you may receive an invoice with an estimated fee charge for the cost to process your request.

Question #5: What is a fee charge? Are fees charged for processing requests for public records through FOIA?

**Answer:** The law permits LARA to charge a fee to process FOIA requests based upon certain factors. We use a form to give you a [detailed itemization](#) of the costs allowed under the law. 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 nonpaper 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;
7. the cost related to onsite inspection of public records;
8. the cost of CDs, DVDs, flash drives, photographs, etc.

Question #6: How can I pay my invoice?

**Answer:**

Online: visit LARA's website at the following link:

<https://www.thepayplace.com/mi/deleg/larafoia>. Please wait to make the payment until 12 p.m. on the business day after you receive the invoice.

Check or money order (via mail): send the check or money order, made payable to the **State of Michigan to P.O. Box 30004, Lansing, MI 48909**. If you are mailing a check or money order, you will need to provide the FOIA request number on the check or money order. To ensure proper credit, please enclose a copy of the invoice included with this correspondence.

Question #7: How will I receive my records?

**Answer:** If your request was received by the LARA FOIA Office electronically, you will receive your response in the same manner. If the records are too voluminous to send electronically, they will be sent via U.S. mail. Responses are typically sent in the same manner they are received; however, if an email address is provided, LARA may respond electronically.

Question #8: Can I find information regarding the LARA FOIA process on a specific agency/bureau/commission's webpage?

**Answer:** LARA agency/bureau/commission websites have been updated to automatically direct you to the LARA FOIA Office homepage. You will find a summary of the centralized LARA FOIA process, instructions, fee charge guidelines and forms to assist you in making a FOIA record request.