

Michigan Gaming Control Board Written Public Summary of the Agency's Freedom of Information Act (FOIA) Procedures and Guidelines

Under Section 4(4) of the Michigan Freedom of Information Act, (FOIA) MCL 15.234(4), the Michigan Gaming Control Board issue this public summary of procedures for initiating a FOIA request.

How to Submit a Request

To submit a request under the FOIA provisions, please describe sufficiently the public record you seek to enable us to find it. Please include your contact information (name, phone number, mailing address, and e-mail address).

Send the request to:

Michigan Gaming Control Board
Records Section, FOIA Coordinator
3062 West Grand Blvd., L-700
Detroit, MI 48202-6062

Fax: (313) 456-3405

or

Email: MGCBweb@michigan.gov

How to understand the written response to FOIA request

The response may take several different forms: It can grant the FOIA request, deny the request, grant it in part and deny it in part. The agency will respond to your FOIA request within 5 business days. When operationally necessary, a notice will be issued extending for not more than 10 business days the response period.

If the request is denied, an explanation of the basis for the denial under the FOIA will be provided and you will be given a full explanation of your remedial rights.

Deposit requirements

You will be required to pay a good faith deposit for a public record or series of public records, if the fee authorized under the FOIA exceeds \$50.00. The deposit will not exceed ½ of the total fee.

Fee calculations

In accordance with Section 4 (1) of the FOIA, a fee may be charged for the copying, inspection, and search of a public record. [Fees](#) will be calculated for the following:

- A. Labor costs for the search, location, and examination of public records;
- B. Labor costs for the review of public records and separation and deletion of exempt from nonexempt material;

- C. Duplication and publication of public records costs;
- D. Labor costs for the duplication or publication of public records;
- E. The actual cost of mailing public records.

Fees will be uniform and not dependent upon the identity of the requesting person.

Filing an appeal

If a fee is assessed or all or part of a request is denied, you may submit to the Executive Director 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 Executive Director or the person designated by the Executive Director to respond to written appeals.

[View a copy of Michigan Gaming Control Board's written policy and procedure.](#)

What Information is Available?... What is Protected?

[View a copy of Michigan Gaming Control Revenue Act MCL 432.204, Section 4c.](#)