

DTMB Central Procurement FREEDOM OF INFORMATION ACT (FOIA) FREQUENTLY ASKED QUESTIONS

Are records available to the public online?

Yes. Many documents are available online free of charge.

- Current contracts are available on the Central Procurement website: www.michigan.gov/micontractconnect. Click on the “DTMB Central Procurement Contracts List.”

How should I submit my request?

Requests must be made in writing via USPS, fax, or email. They also may be hand-delivered.

Mail:

State of Michigan
DTMB Central Procurement
Attn: FOIA Liaison
525 W. Allegan Street, 1st Floor
Lansing, MI 48909

Fax: 517-335-0046

Email: DTMB-PurchFOIA@michigan.gov

Is there a form available for FOIA requests?

The [Procurement FOIA Request Form](#) can be found on our website at www.michigan.gov/micontractconnect/0,4541,7-225-48677-57230-,00.html. We recommend you use this form when making your request.

Is there a fee for a FOIA request?

For records not available to the public online, FOIA MCL 15.234(4)(1) provides for a public body to charge a fee for the actual cost of the search, examination, review, deletion and separation of exempt from nonexempt information, and duplication of records. Staff will need to be reassigned from other essential duties to complete these tasks. Therefore, failure to charge a fee would result in an unreasonably high cost to the public body. Central Procurement will provide an invoice and any deposit requirements after reviewing your request. Full payment must be received before the records are released.

How can I pay the fee associated with my request?

Payments may be made by check or money order. Credit card payments are not accepted.

Can I review the information in your office?

FOIA MCL 15.233(3)(3) provides for the inspection of documents. Nonexempt responsive documents are usually available to inspect by scheduling an appointment with Central Procurement between 9 a.m.–3 p.m. Monday through Friday. These appointments are subject to the availability of a monitor. You may not copy or photograph any records during the inspection. Copies of any requested documents will be sent at a later date. The state may charge a fee for the room monitor and any subsequent copies requested.

When will I receive a response to my request?

We must respond to your FOIA request within five business days. In some cases, we may extend this time period to ten days to fulfill your request completely. A response does not necessarily mean the records are provided in five days. The response may be in the form of an invoice.

How do you send the information I've requested?

We send items via USPS first-class mail or electronically, if possible. You may also pick up the information at our office. We may send the information overnight if you supply a completed overnight shipping form with your account number.

Who do I contact with questions?

Contact the Central Procurement FOIA liaison by email at DTMB-PurchFOIA@michigan.gov or call 517-388-5773.

