

EGLE FOIA REQUEST CENTER GUIDE FOR REQUESTERS

Updated June 2022

How do I submit a FOIA request?

Visit www.michigan.gov/eglefoia and select the [Submit a FOIA request](#) link on the right side of the page. Doing so will take you to the *EGLE FOIA Request Center* where you can create an account and then submit, track, communicate, pay for, and receive records responsive to your FOIA request.

COVID-19 and the Freedom of Information Act Process for EGLE

Due to the COVID-19 pandemic, all state office buildings are closed to the public with most state employees working remotely. During this period, EGLE will be providing any/all responsive records to FOIA requests via electronic means. It is recommended that all FOIA requests and payments be submitted to EGLE via the EGLE FOIA Request Center. Questions or concerns may be directed to EGLE-FOIA@Michigan.gov.

The [Michigan Freedom of Information Act](#) (FOIA) provides all persons (except persons incarcerated in correctional facilities) with access to public records of public bodies. Requests to inspect or receive public records from EGLE must be in writing and describe the requested records with enough detail to enable the department to identify and locate the requested records. Some records are exempt from disclosure under the FOIA or another statute and thus will not be provided. A fee may be charged to process your request.

[Submit a FOIA request](#)

A request may also be posted to Michigan Department of Environment, Great Lakes, and Energy, ATTN: FOIA Coordinator, P.O. Box 30473, Lansing, MI 48909-7973 or faxed to 517-241-0858.

Step One

Create an account in the *EGLE FOIA Request Center* by entering your email address and creating a password (see example below). Once you have an account, you will log into the system with your email address and password which will then allow you to submit and track your requests.

Step Two

To submit a new request, select *Submit a FOIA Request* from the main menu.

EGLE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

EGLE FOIA Request Center

Public Records Menu

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FAQs
See All FAQs

Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Email Address:*

Password:*

Submit

If you don't know or have forgotten your password, click here.

New User? Click below to create a new account.

Create Account

Remember, when creating a request:

- Limit the request to one address per request.
- A request that is identified as one site but has multiple addresses
 - A request identified as one site that has multiple addresses: only RRD can process this type of request.
 - Submit a separate request for each address when requesting records from divisions other than RRD.
- Provide as many details about your request as possible; if you are requesting a specific report, provide information such as the name and date of the report.
- If you provide just an address, the search for records will be for the entire file on that address, including historical documents. If you do not want the entire file, be sure to narrow the request so that staff know what record(s) you are requesting.

Filling out the request screen (see the following example) to the best of your knowledge will help the department respond to your request.

Please provide a detailed description of the records you are requesting. To thoroughly search our records, the following information is needed: facility name, street address, city, and county. If you have additional information such as a facility ID, BEA number, specific report(s), date ranges, those should be included in your request.

Describe the Record(s) Requested:*

Requests are limited to 1 address

Address:

City:

State:
MI

Zipcode:

Select County:
--Please Choose--

If you are a consultant please click here

Preferred Method to Receive Records:*

Consultants

If you are a consultant, you have the option to select the consultant checkbox, as shown below, if you want to select the program areas from where you want to request records. When selecting program areas, the request will only be assigned to the areas selected. If you do not know where the records you are requesting would be located, you do not need to select any program areas. EGLE staff will assign the request based on the description in the Describe the Records Requested area.

State:

Zip Code:

* Select County: If your request does not pertain to a specific county, select N/A

If you are a consultant please click here

What Program or Division do you want to request FOIA records from?:

- AQD
- DWEHD Non-community Water Supply
- DWEHD Public Water Supply/Drinking Water
- MMD Compliance and Enforcement (Most records may be duplicative or confidential)
- MMD Hazardous Waste
- MMD Medical Waste
- MMD Radiological Protection
- MMD Solid Waste/Scrap Tires
- OGMD (Section, Township, Range Required)
- RRD BEA
- RRD Brownfield
- RRD Compliance and Enforcement (Most records may be duplicative or confidential)

Step Three

If you need to add an attachment to your request, you may do so by scrolling to the bottom of the request screen and following the instructions provided (see below).

If you have any documents that may assist in responding to your request, please attach here:

Attach a File:

Step Four

When all the information is entered, submit the request by selecting the appropriate button (see above).

How do I know that EGLE received my request?

Once your request has been submitted, you will receive a confirmation message (see the following).

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Reference No: E002249-121619
Logged in as: copenlm@yahoo.com

You have been provided the following reference number for this request: E002249-121619

****You will receive further information regarding your FOIA request when it is considered received by this office.****

In addition, when the request is considered received by the Department, you will receive an email that will provide the FOIA reference number as well as a link to the *EGLE FOIA Request Center* where you will be able to track your FOIA request (see below).

Dear Ms. Simon:

Thank you for your interest in public records of the Department of Environment, Great Lakes, and Energy (EGLE). Your request dated 12/17/2019 has been assigned reference number E002251-121619 for tracking purposes.

Records Requested: "entire RRD file for 123 Main Street, Lowell"

123 Main
Lowell

EGLE will respond to a request within 5 business days. If necessary, the Department may issue an extension for up to 10 additional business days.

To monitor the progress of your request, please follow the link below. You will receive an email when your request has been completed.

[FOIA Request Center](#)

To review a copy of EGLE's FOIA policy and procedure, public written summary, and several online databases, go to www.michigan.gov/eglefoia

Department of Environment, Great Lakes, and Energy

How do I know the status of my request?

To monitor your FOIA request(s), log into the *EGLE FOIA Request Center*, select *My Request Center* from the main menu and use your special FOIA identifier (E#####-#####) to find the request.

All communication, invoicing, and any records release will be done through your interaction with the *EGLE FOIA Request Center* via the *My Request Center* tab.

EGLE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

EGLE FOIA Request Center

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My Request Center

Login here to check the status of requests you have submitted or to update your customer account information.

[View My Requests](#)
Click above to access requests submitted.

[View My Invoices](#)
Click above to view your invoice history.

[Edit Customer Account Information](#)
Click above to access and update your customer account information.

FAQs

While in the *My Request Center* tab, note that your requests will be listed with the most recent request at the top.

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You will track the department’s response to your FOIA request using the “E” number (E#####-#####) initially provided to you in your submittal confirmation notice. This important number will guide you to the status of your request, allow you to view and pay invoices, as well as receive responsive records.

How will I know when my request is complete?

After selecting *View My Requests* in *My Request Center*, the bar on the right side of each request will indicate whether the request is in progress or if it is complete (see below). You will also receive a final email notice.

The image shows two FOIA request cards. The top card is for request E002213-120319, titled 'FOIA Request TEST FOIA', with a status of 'Received' and a progress bar showing 'In Progress' (one of three circles is filled). The bottom card is for request E002201-111819, titled 'FOIA Request', with a status of 'Records Released' and a progress bar showing 'Completed' (all three circles are filled). Both cards are associated with 'Ms. Leigh Copen' and have buttons for 'View Files' and 'Details'.

How will I know if a fee is required?

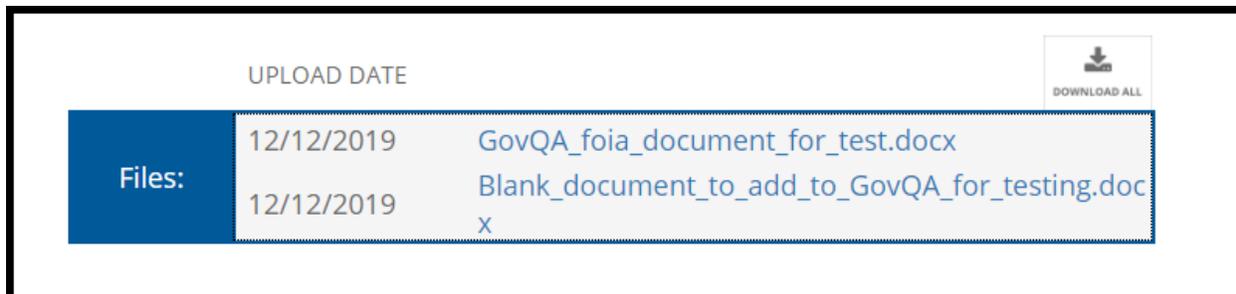
Invoices will be provided to a requester via the *EGLE FOIA Request Center* through the *View My Invoices* tab. A requester will also receive an email about the fee(s) that will contain important information such as the date by which payment is required along with a link to the payment center. Any FOIA fee(s) will be paid through the online payment center.

The image shows a FOIA request card for request E002213-120319, titled 'FOIA Request TEST FOIA', with a status of 'Waiting for Payment' and a progress bar showing 'In Progress' (one of three circles is filled). The card is associated with 'Ms. Leigh Copen' and has buttons for 'View Invoices', 'View Files', and 'Details'.

How do I view responsive records?

To view records responsive to your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you have received documents for. Remember to use the “E” tracking number (E#####-#####) assigned to your request, to find responsive records. Once there click on *View Files*. Make sure your computer does not have any pop-up blockers, as they can cause downloading issues.

Documents available for download will be identified as follows.



	UPLOAD DATE	
Files:	12/12/2019	GovQA_foia_document_for_test.docx
	12/12/2019	Blank_document_to_add_to_GovQA_for_testing.docx

DOWNLOAD ALL

How can I ask a question about my request?

To ask a question about your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you wish to ask the question about. Select the details button for that FOIA and towards the bottom of the new screen that opens you will see the below buttons, simply click the new message button to prepare and submit a question about your FOIA request.



How can I cancel my request?

To cancel your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you wish to cancel. Select the details button for that FOIA and towards the bottom of the new screen that opens you will see the above buttons, simply click the new message button to prepare and submit a note asking to cancel your FOIA request.

Or you may cancel by sending an email to egle-foia@michigan.gov that contains your FOIA tracking number (E#####-#####) and your request to cancel.

How can I modify my request once it has been submitted?

If you wish to make changes to a request, please cancel the request and submit a new request. We are unable to make changes to a request once it has been submitted.

How long will my records be available?

FOIA requests and associated responsive records will remain in the public portal for 365 days.

How can a colleague receive updates, on my open requests, in my absence?

If you would like a colleague to receive updates about the status of any open requests while you are away; you may change the email address associated with your account. Notices regarding open requests will then be sent to that new email address. While, responsive records would be available to your colleague, and others, on the *Public Records Archive* in the *EGLE FOIA Request Center*. Upon your return you would need to update the associated email address to your account, again. Please note, after changing the associated email address the owner of that new email address could change the password to your account in the *EGLE FOIA Request Center*; thereby, locking you out of *My Request Center*.

How do I open records with different file types?

If you are having difficulty opening different file types due to a Mac user or software not available on your computer, please go to online-converting.com/document. This is a free and easy software to use that will convert most file types. If you are a Mac user, Apple also supplies its own downloadable free software to convert Microsoft Office products.

I am unable to download records, why?

If you have having problems downloading some or all records, please check your computer for pop-up blockers as these will cause downloading issues.

What if I do not have an address for the records I am requesting?

Most divisions cannot conduct a search using a Parcel ID because records are filed by addresses. If you do not have an address, provide the Parcel ID and any other information you may have, such as a street name(s), property owner name, Facility ID, and/or project name to assist in searching for records.