

**Public Summary of the Michigan Civil Service Commission's (MCSC)  
Freedom of Information Act (FOIA) Policy**

FOIA requests to the MCSC can be made to [MCSC-FOIA@mi.gov](mailto:MCSC-FOIA@mi.gov) or:

FOIA Coordinator  
Executive Office  
Michigan Civil Service Commission  
P.O. Box 30002  
Lansing, MI 48909

Requests should include a name, phone number, and mailing address.

The MCSC's FOIA coordinator will respond to your request in writing within five business days of receipt by (1) requesting an extension of up to 10 more business days to respond, (2) granting the request, (3) denying the request and explaining the reason for the denial, (4) granting the request in part and denying it in part and explaining the reason for the denial, (5) requesting payment in full for production costs before providing records if estimated costs exceed \$20 but are under \$100, or (6) requesting a good-faith deposit of half of estimated production costs before beginning a search if estimated costs exceed \$100.

If the total cost to search for, prepare, and provide records associated with a requestor is over \$20, the MCSC will charge a fee before providing records. The fee includes (1) wages and fringe benefits of the lowest-paid employee capable of performing the required work, in 15-minute increments, (2) actual postage and shipping costs, and (3) \$0.05 per printed side of paper. For requests requiring a deposit, the MCSC will bill any outstanding balance based on actual production costs to the requestor before providing records. If a requestor demonstrates eligibility for a statutory discount, no charge is made for the first \$20 of costs.

The MCSC's denial of a request or charged fee may be appealed within 10 business days to the state personnel director through the FOIA Coordinator at the above addresses.

For additional information on FOIA, you may review the [act](#) or the [MCSC's FOIA Policy](#).