Public Summary of the Office of the State Employer
Freedom of Information Act (FOIA) Policy

FOIA requests to the Office of the State Employer (OSE) can be made to DTMB-OSE@michigan.gov or:

FOIA Coordinator
Office of the State Employer
P.O. Box 30827
Lansing, MI 48909

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

The OSE'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, or (5) if the cost to the OSE to search for, review, sort, and copy the requested documents is more than $100, a request for a good-faith deposit of half the estimated costs before preparing the records for production.

If the total cost to search for, prepare, and provide requested documents is $20 or more, the OSE will charge a fee. 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) $0.10 per sheet of paper. Less any deposit paid, the OSE will bill any fee to the requestor before providing documents in response to a request. If a requestor demonstrates eligibility for a statutory discount, no charge is made for the first $20 of a request.

The OSE's denial of a request or a fee charged may be appealed within 10 business days to the OSE director through the FOIA Coordinator at the above addresses. Any appeal should state the word "appeal" and identify why the denial should be reversed or fee should be reduced.

For additional information on FOIA, you may review the act or the OSE's FOIA Policy.

If you need assistance in seeking a public record from OSE, participating in a public meeting held within OSE, or with navigating the requirements of the Freedom of Information Act, please contact the OSE Transparency Liaison, by calling (517) 335-7400 or via email at DTMB-OSE@michigan.gov.