

Wayne-Westland Community Schools

Freedom of Information Act (FOIA) Guidelines

Effective: July 1, 2015

As a public educational entity, the Wayne-Westland Community Schools complies fully with the Michigan Freedom of Information Act enacted in 1976 and as most recently amended in December 2014.

Submission of FOIA Requests

Requests in person or writing can be submitted to:

Kim Markey
FOIA Coordinator
Wayne-Westland Community Schools
Superintendent's Office
36745 Marquette
Westland, MI 48185

Requests by fax can be sent to: 734-595-2123.

Requests by e-mail can be sent to MarkeyK@wwcsd.net

For more information, please contact the FOIA Coordinator at 734-419-2010.

FOIA Charges

The district will charge .10¢ a copy per page; .03¢ for each address label; \$10.00 for a video, DVD, or CD. The district will also charge, where applicable, labor costs (not more than the hourly wage of the lowest paid applicable employee); labor costs for reviewing and deleting exempt information; reasonable costs to provide the requested information in electronic format; labor costs for duplication and actual costs of mailing. Wayne-Westland Community Schools will also provide an approximate cost in advance if requested.

Payment of FOIA Requests

Invoices indicating a summary breakdown of all charges will be provided to the person/organization making the request as authorized by FOIA Section 4(1), MCL 15.234(2). Checks should be made payable to the Wayne-Westland Community Schools. A sample invoice is shown below.

WAYNE-WESTLAND COMMUNITY SCHOOLS
36745 Marquette
Westland, Michigan 48185

Attention: Kim Markey, FOIA Coordinator

INVOICE #XXXXXXX

DATE:

TO:

FOR: FOIA Request

Copies: XX pages @ .10¢ =
Labor Charges:
Postage:
Other: (DVD, CD, Video)

TOTAL DUE: \$

**Please make check payable to:
Wayne-Westland Community Schools**