

Michigan Potato Industry Commission Freedom of Information Act Policy (FOIA)

As defined in P.A. 442 of 1976, the Michigan Potato Industry Commission is a public body and thus is required to comply with the Freedom of Information Act (FOIA). As a public body, the records of the organization are disclosed because they are public records whether they are handwritten, typed or any other form of recording used which includes but not limited to letters, pictures, sounds or symbols, maps or any other means of recording meaningful content.

There are exemptions to FOIA. The act will be consulted when questions arise, but generally speaking the organization is exempt from providing specific personal information about an individual if the release of the information would constitute a clearly unwarranted invasion of privacy.

In order to fulfill our responsibilities under FOIA we will handle requests in the following manner.

Availability of Public Records

Any person who asks to inspect, copy or receive a copy of a public record will be asked to put their request in writing. The response will be within five (5) business days after the written request is received. The response will be in one of the following ways:

1. Fill the request.
2. Notify the requestor why the request will not be filled.
3. Grant part of the request and send notification the reason why the rest could not be fulfilled.
4. In the case of a request with unusual circumstances the requestor will be notified in writing and the time limit will be extended by ten (10) days as allowed.

The organization has responsibility and will provide reasonable facilities so that persons making a request may examine public records and take notes. This facility will be available during normal business hours without exceptions.

A person has the right to subscribe to six (6) months for future issuance of public records created, issued or disseminated on a regular basis.

Fees for Public Records

A fee limited to actual duplication, mailings and labor cost including search, examination, review and deletion of exempt information will be charged and in some cases a deposit may be requested. The person making the request will be notified of the anticipated cost in fulfilling their request. The fee and deposit will be calculated as outlined in section 15.234 of FOIA.

Record Denial

If a request is denied, the requestor will be notified within five (5) business days under normal circumstances. A full explanation of the denial, or certification that records do not exist will be provided to the requestor along with an explanation of their right to appeal.

The Michigan Potato Industry Commission hereby adopts the following documents as its policy for complying with the Freedom of Information Act (FOIA).