

Fowler Public Schools

Public Review and Inspection of Records – Section 2810

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act (FOIA), and shall serve as FOIA coordinator for the District. The rights and obligation of the District and requesters under FOIA are subject to MCL 15.231, *et seq.*

Inspection of records by the general public shall be limited to the regular office hours of the building or office that houses the records. Copies of records, which are not exempt from disclosure, will be available on request.

- Requests can be made to the District office verbally or in writing.
- A response must be made to the requester within 5 business days unless a notice is issued extending the deadline by 10 additional days.

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law.

If a request for disclosure of records is denied, procedures for appeal of the decision shall be provided along with the denial.