LANSING COMMUNITY COLLEGE | OFFICE OF RISK MANAGEMENT AND LEGAL SERVICES

Written Public Summary of the Freedom of Information Act (FOIA) Under MCL 15.231, et seq.

Your Right to Request Public Records.

The Michigan Freedom of Information Act ("FOIA"), MCL 15.231 et seq., provides the public with the right to request access to public records maintained by Lansing Community College ("LCC"), except for records or information that are exempt from disclosure under applicable law.

This summary is intended to provide a simple overview of LCC's FOIA Procedures and Guidelines. The full Procedures and Guidelines are available from the College's FOIA Coordinator and on the College's website.

How to Submit a FOIA Request.

FOIA requests must be submitted in writing and should describe the records sought in sufficient detail to allow the College to identify and locate the requested records.

Requests may be submitted to:

LaTonya Terry | FOIA Coordinator
Office of Risk Management and Legal Services
Lansing Community College
309 N. Washington Square, Site 150
Lansing, MI 48933
LCC-FOIA@lcc.edu

Requests may be submitted by mail, email, hand delivery, or other methods authorized by the College.

What Happens After a Request Is Received?

Within five (5) business days after receiving a request, LCC will take one of the following actions:

- Grant the request;
- Grant the request in part and deny it in part;
- Deny the request; or
- Extend the response period by up to ten (10) additional business days.

If additional time is needed, the College will provide written notice of such extension.

Fees.

The Michigan FOIA permits public bodies to charge fees associated with responding to requests. Fees may include the actual costs of:

- Searching for and locating records;
- Reviewing records;
- Separating exempt information from non-exempt information;
- Copying or duplicating records;
- Providing records in electronic formats; and
- Mailing costs.

If the estimated fee exceeds $50.00, the College may require a deposit before processing the request. The requester will receive an itemized fee estimate when required by law.

Fee Reductions.

Fee reductions or waivers may be available in certain circumstances required by law, including for individuals who qualify as indigent and eligible nonprofit organizations that advocate on behalf of individuals with disabilities.

Records That May Not Be Disclosed.

Some records are exempt from disclosure under state or federal law and may be withheld or redacted. Examples include:

- Student education records protected by the Family Educational Rights and Privacy Act (FERPA);
- Certain personnel records;
- Attorney-client privileged communications;
- Security-related records; and
- Records otherwise protected by law.

When possible, exempt information will be redacted, and the remaining portion of the record will be released.

Appeals.

If a request is denied, in whole or in part, or if a requester believes a fee has been improperly charged, the requester may submit a written appeal as permitted by Michigan FOIA. Information regarding appeal rights will be included in the College's response.

Questions.

Questions regarding FOIA requests may be directed to:

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For additional information, please review the College's Freedom of Information Act Procedures and Guidelines.