

# HOUSE BILL No. 5733

March 15, 2018, Introduced by Reps. Glenn and LaFave and referred to the Committee on Oversight.

A bill to amend 1976 PA 442, entitled "Freedom of information act," by amending section 4 (MCL 15.234), as amended by 2014 PA 563.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1           Sec. 4. (1) A public body may charge a fee for a public record  
2 search, for the necessary copying of a public record for  
3 inspection, or for providing a copy of a public record if it has  
4 established, makes publicly available, and follows procedures and  
5 guidelines to implement this section as described in subsection  
6 (4). Subject to subsections (2), (3), (4), (5), and (9), the fee  
7 shall be limited to actual mailing costs, and to the actual  
8 incremental cost of duplication or publication including labor, the  
9 cost of search, examination, review, and the deletion and

1 separation of exempt from nonexempt information as provided in  
2 section 14. Except as otherwise provided in this act, if the public  
3 body estimates or charges a fee in accordance with this act, the  
4 total fee shall not exceed the sum of the following components:

5 (a) That portion of labor costs directly associated with the  
6 necessary searching for, locating, and examining of public records  
7 in conjunction with receiving and fulfilling a granted written  
8 request. The public body shall not charge more than the hourly wage  
9 of its lowest-paid employee capable of searching for, locating, and  
10 examining the public records in the particular instance regardless  
11 of whether that person is available or who actually performs the  
12 labor. Labor costs under this subdivision shall be estimated and  
13 charged in increments of 15 minutes or more, with all partial time  
14 increments rounded down.

15 (b) That portion of labor costs, including necessary review,  
16 if any, directly associated with the separating and deleting of  
17 exempt information from nonexempt information as provided in  
18 section 14. For services performed by an employee of the public  
19 body, the public body shall not charge more than the hourly wage of  
20 its lowest-paid employee capable of separating and deleting exempt  
21 information from nonexempt information in the particular instance  
22 as provided in section 14, regardless of whether that person is  
23 available or who actually performs the labor. If a public body does  
24 not employ a person capable of separating and deleting exempt  
25 information from nonexempt information in the particular instance  
26 as provided in section 14 as determined by the public body's FOIA  
27 coordinator on a case-by-case basis, it may treat necessary

1 contracted labor costs used for the separating and deleting of  
2 exempt information from nonexempt information in the same manner as  
3 employee labor costs when calculating charges under this  
4 subdivision if it clearly notes the name of the contracted person  
5 or firm on the detailed itemization described under subsection (4).  
6 Total labor costs calculated under this subdivision for contracted  
7 labor costs shall not exceed an amount equal to 6 times the state  
8 minimum hourly wage rate determined under section 4 of the  
9 workforce opportunity wage act, 2014 PA 138, MCL ~~408.411 to~~  
10 ~~408.424.~~ **408.414.** Labor costs under this subdivision shall be  
11 estimated and charged in increments of 15 minutes or more, with all  
12 partial time increments rounded down. A public body shall not  
13 charge for labor directly associated with redaction under section  
14 14 if it knows or has reason to know that it previously redacted  
15 the public record in question and the redacted version is still in  
16 the public body's possession.

17 (c) For public records provided to the requestor on nonpaper  
18 physical media, the actual and most reasonably economical cost of  
19 the computer discs, computer tapes, or other digital or similar  
20 media. The requestor may stipulate that the public records be  
21 provided on nonpaper physical media, electronically mailed, or  
22 otherwise electronically provided to him or her in lieu of paper  
23 copies. This subdivision does not apply if a public body lacks the  
24 technological capability necessary to provide records on the  
25 particular nonpaper physical media stipulated in the particular  
26 instance.

27 (d) For paper copies of public records provided to the

1 requestor, the actual total incremental cost of necessary  
2 duplication or publication, not including labor. The cost of paper  
3 copies shall be calculated as a total cost per sheet of paper and  
4 shall be itemized and noted in a manner that expresses both the  
5 cost per sheet and the number of sheets provided. The fee shall not  
6 exceed 10 cents per sheet of paper for copies of public records  
7 made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A  
8 public body shall utilize the most economical means available for  
9 making copies of public records, including using double-sided  
10 printing, if cost saving and available.

11 (e) The cost of labor directly associated with duplication or  
12 publication, including making paper copies, making digital copies,  
13 or transferring digital public records to be given to the requestor  
14 on nonpaper physical media or through the internet or other  
15 electronic means as stipulated by the requestor. The public body  
16 shall not charge more than the hourly wage of its lowest-paid  
17 employee capable of necessary duplication or publication in the  
18 particular instance, regardless of whether that person is available  
19 or who actually performs the labor. Labor costs under this  
20 subdivision may be estimated and charged in time increments of the  
21 public body's choosing; however, all partial time increments shall  
22 be rounded down.

23 (f) The actual cost of mailing, if any, for sending the public  
24 records in a reasonably economical and justifiable manner. The  
25 public body shall not charge more for expedited shipping or  
26 insurance unless specifically stipulated by the requestor, but may  
27 otherwise charge for the least expensive form of postal delivery

1 confirmation when mailing public records.

2 (2) When calculating labor costs under subsection (1)(a), (b),  
3 or (e), fee components shall be itemized in a manner that expresses  
4 both the hourly wage and the number of hours charged. The public  
5 body may also add up to 50% to the applicable labor charge amount  
6 to cover or partially cover the cost of fringe benefits if it  
7 clearly notes the percentage multiplier used to account for  
8 benefits in the detailed itemization described in subsection (4).  
9 Subject to the 50% limitation, the public body shall not charge  
10 more than the actual cost of fringe benefits, and overtime wages  
11 shall not be used in calculating the cost of fringe benefits.  
12 Overtime wages shall not be included in the calculation of labor  
13 costs unless overtime is specifically stipulated by the requestor  
14 and clearly noted on the detailed itemization described in  
15 subsection (4). A search for a public record may be conducted or  
16 copies of public records may be furnished without charge or at a  
17 reduced charge if the public body determines that a waiver or  
18 reduction of the fee is in the public interest because searching  
19 for or furnishing copies of the public record can be considered as  
20 primarily benefiting the general public. A public record search  
21 shall be made and a copy of a public record shall be furnished  
22 without charge for the first \$20.00 of the fee for each request by  
23 either of the following:

24 (a) An individual who is entitled to information under this  
25 act and who submits an affidavit stating that the individual is  
26 indigent and receiving specific public assistance or, if not  
27 receiving public assistance, stating facts showing inability to pay

1 the cost because of indigency. If the requestor is eligible for a  
2 requested discount, the public body shall fully note the discount  
3 on the detailed itemization described under subsection (4). If a  
4 requestor is ineligible for the discount, the public body shall  
5 inform the requestor specifically of the reason for ineligibility  
6 in the public body's written response. An individual is ineligible  
7 for this fee reduction if any of the following apply:

8 (i) The individual has previously received discounted copies  
9 of public records under this subsection from the same public body  
10 twice during that calendar year.

11 (ii) The individual requests the information in conjunction  
12 with outside parties who are offering or providing payment or other  
13 remuneration to the individual to make the request. A public body  
14 may require a statement by the requestor in the affidavit that the  
15 request is not being made in conjunction with outside parties in  
16 exchange for payment or other remuneration.

17 (b) A nonprofit organization formally designated by the state  
18 to carry out activities under subtitle C of the developmental  
19 disabilities assistance and bill of rights act of 2000, Public Law  
20 106-402, and the protection and advocacy for individuals with  
21 mental illness act, Public Law 99-319, or their successors, if the  
22 request meets all of the following requirements:

23 (i) Is made directly on behalf of the organization or its  
24 clients.

25 (ii) Is made for a reason wholly consistent with the mission  
26 and provisions of those laws under section 931 of the mental health  
27 code, 1974 PA 258, MCL 330.1931.

1           (iii) Is accompanied by documentation of its designation by  
2 the state, if requested by the public body.

3           (3) A fee as described in subsection (1) shall not be charged  
4 for the cost of search, examination, review, and the deletion and  
5 separation of exempt from nonexempt information as provided in  
6 section 14 unless failure to charge a fee would result in  
7 unreasonably high costs to the public body because of the nature of  
8 the request in the particular instance, and the public body  
9 specifically identifies the nature of these unreasonably high  
10 costs.

11           (4) A public body shall establish procedures and guidelines to  
12 implement this act and shall create a written public summary of the  
13 specific procedures and guidelines relevant to the general public  
14 regarding how to submit written requests to the public body and  
15 explaining how to understand a public body's written responses,  
16 deposit requirements, fee calculations, and avenues for challenge  
17 and appeal. The written public summary shall be written in a manner  
18 so as to be easily understood by the general public. If the public  
19 body directly or indirectly administers or maintains an official  
20 internet presence, it shall post and maintain the procedures and  
21 guidelines and its written public summary on its website. A public  
22 body shall make the procedures and guidelines publicly available by  
23 providing free copies of the procedures and guidelines and its  
24 written public summary both in the public body's response to a  
25 written request and upon request by visitors at the public body's  
26 office. A public body that posts and maintains procedures and  
27 guidelines and its written public summary on its website may

1 include the website link to the documents in lieu of providing  
2 paper copies in its response to a written request. A public body's  
3 procedures and guidelines shall include the use of a standard form  
4 for detailed itemization of any fee amount in its responses to  
5 written requests under this act. The detailed itemization shall  
6 clearly list and explain the allowable charges for each of the 6  
7 fee components listed under subsection (1) that compose the total  
8 fee used for estimating or charging purposes. Other public bodies  
9 may use a form created by the department of technology, management,  
10 and budget or create a form of their own that complies with this  
11 subsection. A public body that has not established procedures and  
12 guidelines, has not created a written public summary, or has not  
13 made those items publicly available without charge as required in  
14 this subsection is not relieved of its duty to comply with any  
15 requirement of this act and shall not require deposits or charge  
16 fees otherwise permitted under this act until it is in compliance  
17 with this subsection. Notwithstanding this subsection and despite  
18 any law to the contrary, a public body's procedures and guidelines  
19 under this act are not exempt public records under section 13.

20 (5) If the public body directly or indirectly administers or  
21 maintains an official internet presence, any public records  
22 available to the general public on that internet site at the time  
23 the request is made are exempt from any charges under subsection  
24 (1) (b). If the FOIA coordinator knows or has reason to know that  
25 all or a portion of the requested information is available on its  
26 website, the public body shall notify the requestor in its written  
27 response that all or a portion of the requested information is



1 available on its website. The written response, to the degree  
2 practicable in the specific instance, shall include a specific  
3 webpage address where the requested information is available. On  
4 the detailed itemization described in subsection (4), the public  
5 body shall separate the requested public records that are available  
6 on its website from those that are not available on the website and  
7 shall inform the requestor of the additional charge to receive  
8 copies of the public records that are available on its website. If  
9 the public body has included the website address for a record in  
10 its written response to the requestor and the requestor thereafter  
11 stipulates that the public record be provided to him or her in a  
12 paper format or other form as described under subsection (1)(c),  
13 the public body shall provide the public records in the specified  
14 format but may use a fringe benefit multiplier greater than the 50%  
15 limitation in subsection (2), not to exceed the actual costs of  
16 providing the information in the specified format.

17 (6) A public body may provide requested information available  
18 in public records without receipt of a written request.

19 (7) If a verbal request for information is for information  
20 that a public body believes is available on the public body's  
21 website, the public employee shall, where practicable and to the  
22 best of the public employee's knowledge, inform the requestor about  
23 the public body's pertinent website address.

24 (8) In either the public body's initial response or subsequent  
25 response as described under section 5(2)(d), the public body may  
26 require a good-faith deposit from the person requesting information  
27 before providing the public records to the requestor if the entire

1 fee estimate or charge authorized under this section exceeds  
2 \$50.00, based on a good-faith calculation of the total fee  
3 described in subsection (4). Subject to subsection (10), the  
4 deposit shall not exceed 1/2 of the total estimated fee, and a  
5 public body's request for a deposit shall include a detailed  
6 itemization as required under subsection (4). The response shall  
7 also contain a best efforts estimate by the public body regarding  
8 the time frame it will take the public body to comply with the law  
9 in providing the public records to the requestor. The time frame  
10 estimate **MUST NOT EXCEED 60 DAYS, AND, NO MATTER THE ESTIMATE, THE**  
11 **PUBLIC BODY SHALL PROVIDE THE PUBLIC RECORDS TO THE REQUESTOR IN**  
12 **NOT MORE THAN 60 DAYS. SUBJECT TO THE 60-DAY LIMIT DESCRIBED IN**  
13 **THIS SUBSECTION, AN ESTIMATE** is nonbinding upon the public body,  
14 but the public body shall provide the estimate in good faith and  
15 strive to be reasonably accurate and to provide the public records  
16 in a manner based on this state's public policy under section 1 and  
17 the nature of the request in the particular instance. If a public  
18 body does not respond in a timely manner as described under section  
19 5(2), it is not relieved from its requirements to provide proper  
20 fee calculations and time frame estimates in any tardy responses **OR**  
21 **FROM ITS REQUIREMENT TO PROVIDE THE PUBLIC RECORDS TO THE REQUESTOR**  
22 **WITHIN 60 DAYS.** Providing an estimated time frame does not relieve  
23 a public body from any of the other requirements of this act.

24 (9) If a public body does not respond to a written request in  
25 a timely manner as required under section 5(2), the public body  
26 shall do the following:

27 (a) Reduce the charges for labor costs otherwise permitted

1 under this section by 5% for each day the public body exceeds the  
2 time permitted under section 5(2) for a response to the request,  
3 with a maximum 50% reduction, if either of the following applies:

4 (i) The late response was willful and intentional.

5 (ii) The written request included language that conveyed a  
6 request for information within the first 250 words of the body of a  
7 letter, facsimile, electronic mail, or electronic mail attachment,  
8 or specifically included the words, characters, or abbreviations  
9 for "freedom of information", "information", "FOIA", "copy", or a  
10 recognizable misspelling of such, or appropriate legal code  
11 reference for this act, on the front of an envelope, or in the  
12 subject line of an electronic mail, letter, or facsimile cover  
13 page.

14 (b) If a charge reduction is required under subdivision (a),  
15 fully note the charge reduction on the detailed itemization  
16 described under subsection (4).

17 (10) This section does not apply to public records prepared  
18 under an act or statute specifically authorizing the sale of those  
19 public records to the public, or if the amount of the fee for  
20 providing a copy of the public record is otherwise specifically  
21 provided by an act or statute.

22 (11) Subject to subsection (12), after a public body has  
23 granted and fulfilled a written request from an individual under  
24 this act, if the public body has not been paid in full the total  
25 amount under subsection (1) for the copies of public records that  
26 the public body made available to the individual as a result of  
27 that written request, the public body may require a deposit of up

1 to 100% of the estimated fee before it begins a full public record  
2 search for any subsequent written request from that individual if  
3 all of the following apply:

4 (a) The final fee for the prior written request was not more  
5 than 105% of the estimated fee.

6 (b) The public records made available contained the  
7 information being sought in the prior written request and are still  
8 in the public body's possession.

9 (c) The public records were made available to the individual,  
10 subject to payment, within the time frame estimate described under  
11 subsection ~~(7)~~. **(8)**.

12 (d) Ninety days have passed since the public body notified the  
13 individual in writing that the public records were available for  
14 pickup or mailing.

15 (e) The individual is unable to show proof of prior payment to  
16 the public body.

17 (f) The public body calculates a detailed itemization, as  
18 required under subsection (4), that is the basis for the current  
19 written request's increased estimated fee deposit.

20 (12) A public body shall no longer require an increased  
21 estimated fee deposit from an individual as described under  
22 subsection (11) if any of the following apply:

23 (a) The individual is able to show proof of prior payment in  
24 full to the public body.

25 (b) The public body is subsequently paid in full for the  
26 applicable prior written request.

27 (c) Three hundred sixty-five days have passed since the

1 individual made the written request for which full payment was not  
2 remitted to the public body.

3 (13) A deposit required by a public body under this act is a  
4 fee.