



City of Brighton

Freedom of Information Act: Written Public Summary

Effective Date:

A. How to Submit Written Requests.

FOIA requests to the City of Brighton can be submitted online, or by email, fax, or mail.

Online: [Public Records Request Form](#)

Email: brownt@brightoncity.org

Fax: 810-227-6420

Mail: City of Brighton

Attn: FOIA Coordinator

200 N. First Street

Brighton, MI 48843

Requests must include a name, phone number or electronic mail address, and mailing address that meets United State Postal Service addressing standards.

B. How to Understand the City's Written Responses to FOIA Requests

The City has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one (1) ten (10) business day extension. After ten (10) business days' pass, the FOIA coordinator must respond as outlined above.

If the request is granted or granted in part and denied in part, the FOIA coordinator may also charge a fee to process the request. Fees are calculated using established procedures and guidelines. A detailed itemization of the fee will be provided. The FOIA coordinator may require payment of a good-faith deposit before the request is processed. After payment of any deposit and final balance due, the FOIA coordinator will produce records in its possession that fall within the scope of the request and that legally may be disclosed to the public. The FOIA coordinator may also advise that some of the records requested are available on the City's website.

If the request is denied, the FOIA coordinator will provide the basis for its denial in a written notice.

Reasons the FOIA coordinator may deny a request include:

1. Inadequate description of the records requested;
2. The records requested do not exist or not in in the City's possession; or
3. The records requested are exempt from public disclosure.

If all or part of the request is denied, the FOIA coordinator will provide information about the right to appeal the denial tor to seek judicial review of the denial.

C. Deposit Requirements

If the FOIA coordinator estimates a fee to process a FOIA request greater than \$50.00, the FOIA coordinator will require a good-faith deposit before providing the public records. The deposit will not exceed half of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best effort estimate by the FOIA coordinator regarding the time frame, after a deposit is received, that it will take the FOIA coordinator to provide the public records. The time frame estimate is not binding; however, the FOIA coordinator will strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231.

D. Fee Calculations

The FOIA permits the FOIA coordinator to charge a fee to process FOIA requests using a form providing a detailed itemization of the costs involved. The FOIA coordinator may charge for the following costs:

1. the costs of labor for the search, location, and examination of public records;
2. the costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
3. the cost of non-paper physical media;
4. the cost of duplication and publication of public records;
5. the costs of labor for the duplication or publication of public records;
6. the actual cost of mailing public records.

E. Avenues for Challenge and Appeal

If the FOIA coordinator charges a fee or denies all or part of a request, an appeal may be submitted to the head of the public body that specifically states the word “appeal” and identifies the basis for which the fee should be reduced. Written appeals may be sent to the email address or mailing address listed above and will be forwarded to the head of the public body or the person designated to respond to written appeals.

F. City Clerk

The City Clerk is available to assist members of the public in navigating the requirements of the Freedom of Information Act and other laws applicable to public records. In addition, the City Clerk can provide information on participation in public meetings and compliance with the Open Meetings Act. The City Clerk can be contacted at brownt@brightoncity.org