

LAPEER COUNTY ROAD COMMISSION
PERSONNEL AND OPERATIONS POLICY MANUAL

Policy Subject:	INSPECTION OF RECORDS POLICY	
Authorized by Board of Road Commissioners	Date:	03/11/81
Amended	Date:	10/09/85, 02/08/89
Amended	Date:	01/09/91, 07/10/00
Amended	Date:	06/12/02, 06/24/15

STATEMENT OF POLICY

The Lapeer County Road Commission records are open to public inspection as provided under the Michigan Freedom of Information Act. The Road Commission has deemed it necessary to establish the following rules to protect its public records and to prevent excessive and unreasonable interference with the discharge of our normal functions.

- 1) A written request to The Lapeer County Road Commission will be required which shall describe the public record sufficiently to enable our personnel to find the record and have it available for inspection by the requesting party. This request must be submitted far enough in advance to allow adequate time to collect the records.
- 2) After the records have been obtained and set aside, the requesting party will be contacted and given the option to set up an appointment during normal working hours. An individual on the Road Commission staff will be designated to observe and assist the requesting party during the inspection. This requirement has been established to assist the requesting party, answer any questions, and to assure that the files are not destroyed, defaced, or removed.
- 3) An appropriate fee will be established based on the information requested, to cover the Road Commission's costs in making the public records available to the requesting party. Labor costs will consist of the hourly wage of the lowest paid employee capable of searching for, locating, and examining the public records in the particular instance. Copying costs, paper or digital, shall abide by the guidelines set forth by the Freedom of Information Act. Mailing costs will reflect the actual costs of an economical delivery and may not include accelerated delivery and/or insurance unless the requesting party specifically requests them.

In the event the fee shall exceed \$50.00, a good faith deposit of one-half the estimated total cost will be required.

- 4) Certain materials will not be provided for inspection as stipulated under Section 13 of the Act.

LAPEER COUNTY ROAD COMMISSION

FREEDOM OF INFORMATION INVOICE

TO:

DATE:

FREEDOM OF INFORMATION REQUEST FOR: _____

LABOR CHARGES: _____ HRS @ \$ _____ = \$

DOCUMENT CHARGES:

PAPER COPY OF EACH DOCUMENT: _____ @ _____ = \$

BLUE PRINT COPIES: _____ @ _____ = \$

DIGITAL COPIES: _____ @ _____ = \$

POSTAGE _____ = \$

TOTAL CHARGES: _____ = \$

SIGNATURE - LCRC RESEARCHER

AMOUNT RECEIVED: _____

DATE RECEIVED: _____

PAYMENT DUE PRIOR TO PRESENTATION OR MAILING