

**COUNTY OF OAKLAND**  
**FOIA PROCEDURES AND GUIDELINES PUBLIC SUMMARY**

Oakland County is committed to complying with requests for public records in accordance with the provisions of the Michigan Freedom of Information Act (FOIA). All FOIA requests will be processed according to the requirements of FOIA and Oakland County's Procedures and Guidelines. This document is a summary of Oakland County's Procedures and Guidelines, which can be found at [www.oakgov.com](http://www.oakgov.com).

**RECORDS**

- Public records may be available on Oakland County's website without charge.
- Certain types of public records are exempt from disclosure under FOIA. Courts are not subject to FOIA.

**REQUESTS AND RESPONSES**

- FOIA requests should be made in writing and should describe the record(s) sought sufficiently enough for Oakland County to find it. It is also helpful to provide a phone number and/or email address so that, if necessary, Oakland County can contact the requester to clarify a request.
- FOIA requests can be sent by mail, email, or fax to any Oakland County department that may possess the record(s) sought, to the attention of "FOIA Coordinator."
- Oakland County will respond to a request within 5 business days after receipt by granting, denying, partially granting and partially denying, or extending for up to 10 business days the amount of time for granting or denying a request.
- If Oakland County denies all or part of a request, it will explain the reason for doing so in its written response.

**FEES**

- Oakland County may charge a fee for fulfilling a FOIA request. Oakland County may also require a 50% good-faith deposit if an estimated fee exceeds \$50.00.
- When charging a fee or requiring a deposit, Oakland County will provide the requestor with a detailed itemization of the allowable charges permitted by FOIA.
- The charges will comply with Oakland County's Procedures and Guidelines and FOIA.

**APPEALS**

- FOIA denials may be appealed to the head of the Oakland County department that denied the request or by commencing a civil action.
- The amount charged for a FOIA fee may be appealed to the head of the Oakland County department that denied the request. A civil action may not be commenced unless the requestor first appealed the fee to the department head.