

What triggers a public body's requirement to respond to a FOIA request?

A person has a right to inspect, copy, or receive copies of a public record, unless the record is exempt from disclosure. The person is required to make a written request to the public body's FOIA coordinator. The request must describe the public record sufficiently to enable it to be found.

Who should respond to the request?

An employee of a public body who receives a request for a public record shall promptly forward that request to the FOIA coordinator. The act requires a public body to designate a FOIA coordinator.

How long should the public body keep requests?

The FOIA coordinator shall keep a copy of all written requests for public records for at least one year.

May a person inspect the records of a public body?

A public body must furnish a person a reasonable opportunity to inspect and examine its public records and shall furnish reasonable facilities for making memorandum from its records during usual business hours.

May a public body make rules to guard against excessive and burdensome requests?

A public body may make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions.

Does a public body have an obligation to protect its records?

A public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction.

Is a public body required to make a summary or prepare a record if requested?

A public body is not required to make a compilation, summary or report of information. Nor is it required to create a new public record.

May a person request future public records?

Yes. A person may subscribe for up to six months to future public records which are created on a regular basis.