

**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.