

DETROIT HOUSING COMMISSION

1301 East Jefferson, Detroit, Michigan 48207

Phone: (313) 877-8000, TTY/TDD (800) 222-3679



Frequently Asked Questions MICHIGAN FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

Revised January 12, 2026

The Michigan Freedom of Information Act (FOIA) gives the public the right to access most records held by public bodies like DHC. These guidelines explain how to request records, what to expect, and your rights.

1. What is FOIA?

FOIA is a Michigan law that lets you access most public records from government agencies like DHC.

2. Who can make a FOIA request?

Anyone except people in jail or prison.

3. How do I submit a request?

Send a written request by:

In person or by mail, addressed to	FOIA Coordinator Detroit Housing Commission 1301 E. Jefferson Avenue Detroit, MI 48207
Via fax sent to	(313) 877-8764
Via email at	FOIACoordinator@dhcmi.org
Via electronically	Via the DHC FOIA Request Form located here: https://app.smartsheetgov.com/b/form/3be95749c5f34e20a80c2ebf6163e550



DHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, or practices. Please advise us if you require a reasonable accommodation.



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4. Do I need a special form?

No, but you must include your contact info and describe the records clearly.

5. How long will it take?

DHC will respond within 5 business days. If more time is needed, they can extend by 10 days.

6. How much does it cost?

- Copies: \$0.10 per page.
- Labor and mailing costs may apply.
- If fees exceed \$50, you'll need to pay a 50% deposit.
- Discounts: \$20 off for indigent individuals or certain nonprofits.

7. Can fees be waived?

Yes, if releasing the records benefits the public.

8. What if my request is denied?

You can appeal to DHC's Executive Director within 45 days, or file a lawsuit in Wayne County Circuit Court.

9. What if I think the fee is too high?

You can appeal for a fee reduction within 45 days.

10. Where can I find the full policy?

At DHC's main office or online at www.dhcmi.org.



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