

DETROIT HOUSING COMMISSION

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RULES RELATED TO THE INSPECTION OF PUBLIC RECORDS

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Effective July 1, 2015

Upon receiving a written or verbal request to inspect DHC records, DHC shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours for not more than two hours per day. The public does not have unlimited access to DHC offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of DHC personnel.

DHC staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

A person cannot remove records from the place DHC has provided for public inspection.

The FOIA Coordinator is responsible for determining whether the requested records contain exempt information and for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

Except as instructed by the FOIA Coordinator, no records shall be removed from the office of the custodian of those records without permission of that custodian, except by court order, subpoena or for audit purposes. The record custodian shall be given a receipt listing the records being removed.

In coordination with the custodian of the record, the FOIA Coordinator shall determine on a case-by-case basis when DHC will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. A fee will be charged for copies made to enable public inspection of records, except when copies are made to protect old or delicate original records, in accordance with DHC's FOIA Procedures and Guidelines.