

DETROIT HOUSING COMMISSION

1301 East Jefferson, Detroit, Michigan 48207

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



SUMMARY OF DHC'S 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.

Summary of Your Rights

1. You can inspect records at DHC offices.
2. You can appeal:
 - o A denial of records.
 - o An excessive fee.
3. Appeals go to DHC's Executive Director or Wayne County Circuit Court.
4. Courts may award attorney fees and damages if DHC violates FOIA.

Section 1. Who Can Request Records?

Anyone can request records, except individuals incarcerated in state or local correctional facilities. All requests for records must be in writing (letter, email, fax, or online form). See the section below for more information as to how to submit a request for a record.

Section 2: Submitting a Request for a Public Record

Send your written request to the FOIA Coordinator:

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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The request must sufficiently describe a public record so as to enable DHC staff to identify and find the requested public record. A request from a person, other than an individual who qualifies as indigent, must include the complete name, address, telephone number, and email address of the requestor.

Include:

1. Your name, address, phone, and email.
2. A clear description of the records you want.

Section 3: Processing a Request

DHC will respond within 5 business days (may extend by 10 more days if needed).

Responses may:

1. Grant the request.
2. Deny the request (with explanation).
3. Grant in part and deny in part.
4. Provide a link if records are free online.

Section 4: Fees

1. Fees cover labor, copying, mailing, and media costs.
2. Labor is charged at the lowest-paid qualified employee's rate, in 15-minute increments.
3. Paper copies cost \$0.10 per page.
4. If estimated fees exceed \$50, a deposit of 50% is required.
5. Discounts:
 - a. \$20 off for indigent individuals or qualifying nonprofits.
 - b. Fees may be waived if disclosure benefits the public.

Section 5: Inspection and Certified Copies

You can inspect records at DHC offices during business hours. Certified copies are available at no extra cost.

Section 6: Appeals

1. If denied: You can appeal to DHC's Executive Director within 45 days, or file a lawsuit in Wayne County Circuit Court.
2. If fees seem excessive: You can appeal for a fee reduction within 45 days.



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3. Courts may award attorney fees and damages if DHC violates FOIA.

Section 7: Penalties

Courts can fine DHC up to \$7,500.00 for willful violations. Additional fines and damages apply for wrongful denial or excessive fees.

Section 8: Access to Policies

Full Procedures and Guidelines and a Public Summary are available:

1. At DHC's main office.
2. On DHC's website: www.dhcmi.org.



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