

## Holland Department of Public Safety Freedom of Information Act (FOIA) Response Summary

**REQUEST #:** \_\_\_\_\_

**THE RECORDS YOU HAVE REQUESTED HAVE BEEN:**

- Granted
- Granted in part and denied in part. Portions of your request are exempt from disclosure based on provisions set forth in the ACT (See comments on back side of this form).
- Denied. (See comments on back side of this form).
- Under PA 1976, 442, 15.235, Sec. 5(2)(d), an extension of ten business days is required to comply with your request.

**APPEAL RIGHTS:**

In the event that all or part of your request is denied, you may take either of the following actions:

1. Submit to the City Manager a written appeal that specifically states the word "APPEAL" and identifies the reason or reasons for reversal of the disclosure denial, or
2. Seek judicial review of the denial under Section 10 of the Freedom of Information Act.

### Expense Worksheet

**All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.**

- 1: Labor Cost – Search, location and examination of records: \_\_\_\_\_ hour(s) X \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- 2: Labor Cost – Redaction: \_\_\_\_\_ hour(s) X \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- 2A: Contracted labor Cost – Redaction: \_\_\_\_\_ hour(s) X \_\_\_\_\_ per hour = \$ \_\_\_\_\_  
Firm Contracted \_\_\_\_\_ Hourly rate will not exceed 6 times the State minimum wage (\$9.65)
- 3: Media: \_\_\_\_\_ each X times number used = \$ \_\_\_\_\_
- 4: Paper Copies .10 cents X number of sheets \_\_\_\_\_ = \$ \_\_\_\_\_
- 5: Labor Cost – Duplication or Copying: \_\_\_\_\_ hour(s) X \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- 6: Cost of Mailing \_\_\_\_\_ \$ \_\_\_\_\_

**Subtotal:** \$ \_\_\_\_\_

Consistent with City policy, \$10.00 has been subtracted from total: \$ -10.00

Waivers and Reductions: \$20.00 for indigency or nonprofit organization: \$ -

**Deposit:** Subtract any good faith deposit received: \$ -

**TOTAL DUE:** \$ \_\_\_\_\_

Yes  No  A fee for labor cost is being charged because failure to do so will result in unreasonably high costs to the City of Holland because of the nature of the request in this particular instance.

Comments:

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF PERSON PICKING UP REPORT: \_\_\_\_\_ Date: \_\_\_\_\_

**DENIAL OF RECORDS:**

**Denial is based on the following provision(s) of the Freedom of Information Act, MCL 15.243, Sec 13(1).**

*(All that apply will be checked).*

- (a) Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
  - Telephone Number/s
  - Address/es
  - Date/s of Birth
  - Physical Characteristics
  - Driver License Numbers
  - Other: \_\_\_\_\_
- (b) Investigating records compiled for law enforcement purposes, but only to the extent that disclosure would do any of the following:
  - (i) Interfere with law enforcement proceedings.
  - (ii) Deprive a person of the right to a fair trial or impartial administrative adjudication.
  - (iii) Constitute an unwarranted invasion of personal privacy.
  - (iv) Disclose the identity of a confidential source, or if the record is compiled by a law enforcement agency in the course of a criminal investigation, disclose confidential information furnished only by a confidential source.
  - (vi) Endanger the life or physical safety of law enforcement personnel.
- (d) Records or information specifically described and exempted from disclosure by statute.  
Statute: \_\_\_\_\_
- (m) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action.
- (n) Records of law enforcement communication codes, or plans for deployment of law enforcement personnel, that if disclosed would prejudice a public body's ability to protect the public.
- (s) Unless the public interest in disclosure outweighs the public interest in non-disclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:
  - (i) Identify or provide a means of identifying an informer.
  - (ii) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plain clothes officer as a law enforcement officer or agent.
  - (viii) Identify or provide a means of identifying a person as a law enforcement officer, agent, or informer.
  - (ix) Disclose personnel records of law enforcement agencies.
- (u) Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
- (w) Information or records that would disclose the social security number of any individual.
- Your request is denied under the authority of Section 13(1)(a) above. However, if you provide a notarized, signed release of information from the individual to whom the records pertain, you will receive that information to which the individual signing the release is entitled.
- To the best of the Department's knowledge, information, and belief, under the information provided by you or by any other description reasonably known to the Department, the public records do not exist within the Department.

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Based on the information you provided we are unable to locate any records pertaining to the incident you described. In order for us to continue processing your request, please comply with the following items. *To ensure proper handling of your request, please include a copy of this letter with your response.*

- Specific location (I.E. city, county)
- Holland Department of Public Safety incident number
- Names of those involved in the incident
- Specific dates (I.E. date of incident)
- Name of driver and their birth date or driver license number
- Date of birth

The report you have requested has not yet been completed and filed. Please resubmit your request in 30 days.