

**SUBSTITUTE FOR  
HOUSE BILL NO. 4013**

A bill to amend 1976 PA 442, entitled  
"Freedom of information act,"  
(MCL 15.231 to 15.246) by adding section 24.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1           **Sec. 24. (1) A public body may charge a fee for a public**  
2 **record search, for the necessary copying of a public record for**  
3 **inspection, or for providing a copy of a public record if it has**  
4 **established, makes publicly available, and follows procedures and**  
5 **guidelines to implement this section as described in subsection**  
6 **(4). Subject to subsections (2), (3), (4), (5), and (9), the fee**  
7 **must be limited to actual mailing costs and to the actual**  
8 **incremental cost of duplication or publication, including labor,**  
9 **the cost of search, examination, review, and the deletion and**



1 separation of exempt from nonexempt information as provided in  
2 section 29e. Except as otherwise provided in this part, if the  
3 public body estimates or charges a fee in accordance with this  
4 part, the total fee must not exceed the sum of the following:

5 (a) That portion of labor costs directly associated with the  
6 necessary searching for, locating, and examining of public records  
7 in conjunction with receiving and fulfilling a granted written  
8 request. The public body shall not charge more than the hourly wage  
9 of its lowest-paid employee capable of searching for, locating, and  
10 examining the public records in the particular instance regardless  
11 of whether that person is available or who actually performs the  
12 labor. Labor costs under this subdivision shall be estimated and  
13 charged in increments of 15 minutes or more, with all partial time  
14 increments rounded down.

15 (b) That portion of labor costs, including necessary review,  
16 if any, directly associated with the separating and deleting of  
17 exempt information from nonexempt information as provided in  
18 section 29e. For services performed by an employee of the public  
19 body, the public body shall not charge more than the hourly wage of  
20 its lowest-paid employee capable of separating and deleting exempt  
21 information from nonexempt information in the particular instance  
22 as provided in section 29e, regardless of whether that person is  
23 available or who actually performs the labor. Labor costs under  
24 this subdivision shall be estimated and charged in increments of 15  
25 minutes or more, with all partial time increments rounded down. A  
26 public body shall not charge for labor directly associated with  
27 redaction under section 29e if it knows or has reason to know that  
28 it previously redacted the public record in question and the  
29 redacted version is still in the public body's possession.



1 (c) For public records provided to the requestor on nonpaper  
2 physical media, the actual and most reasonably economical cost of  
3 the computer discs, computer tapes, or other digital or similar  
4 media. The requestor may stipulate that the public records be  
5 provided on nonpaper physical media, electronically mailed, or  
6 otherwise electronically provided to him or her in lieu of paper  
7 copies. This subdivision does not apply if a public body lacks the  
8 technological capability necessary to provide records on the  
9 particular nonpaper physical media stipulated in the particular  
10 instance.

11 (d) For paper copies of public records provided to the  
12 requestor, the actual total incremental cost of necessary  
13 duplication or publication, not including labor. The cost of paper  
14 copies shall be calculated as a total cost per sheet of paper and  
15 shall be itemized and noted in a manner that expresses both the  
16 cost per sheet and the number of sheets provided. The fee must not  
17 exceed 10 cents per sheet of paper for copies of public records  
18 made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A  
19 public body shall utilize the most economical means available for  
20 making copies of public records, including using double-sided  
21 printing, if cost saving and available.

22 (e) The cost of labor directly associated with duplication or  
23 publication, including making paper copies, making digital copies,  
24 or transferring digital public records to be given to the requestor  
25 on nonpaper physical media or through the internet or other  
26 electronic means as stipulated by the requestor. The public body  
27 shall not charge more than the hourly wage of its lowest-paid  
28 employee capable of necessary duplication or publication in the  
29 particular instance, regardless of whether that person is available



1 or who actually performs the labor. Labor costs under this  
2 subdivision may be estimated and charged in time increments of the  
3 public body's choosing. However, all partial time increments shall  
4 be rounded down.

5 (f) The actual cost of mailing, if any, for sending the public  
6 records in a reasonably economical and justifiable manner. The  
7 public body shall not charge more for expedited shipping or  
8 insurance unless specifically stipulated by the requestor, but may  
9 otherwise charge for the least expensive form of postal delivery  
10 confirmation when mailing public records.

11 (2) When calculating labor costs under subsection (1) (a), (b),  
12 or (e), fee components shall be itemized in a manner that expresses  
13 both the hourly wage and the number of hours charged. The public  
14 body may also add up to 50% to the applicable labor charge amount  
15 to cover or partially cover the cost of fringe benefits if it  
16 clearly notes the percentage multiplier used to account for  
17 benefits in the detailed itemization described in subsection (4).  
18 Subject to the 50% limitation, the public body shall not charge  
19 more than the actual cost of fringe benefits, and overtime wages  
20 shall not be used in calculating the cost of fringe benefits.  
21 Overtime wages shall not be included in the calculation of labor  
22 costs unless overtime is specifically stipulated by the requestor  
23 and clearly noted on the detailed itemization described in  
24 subsection (4). A search for a public record may be conducted or  
25 copies of public records may be furnished without charge or at a  
26 reduced charge if the public body determines that a waiver or  
27 reduction of the fee is in the public interest because searching  
28 for or furnishing copies of the public record can be considered as  
29 primarily benefiting the general public. A public record search



1 shall be made and a copy of a public record shall be furnished  
2 without charge for the first \$20.00 of the fee for each request by  
3 either of the following:

4 (a) An individual who is entitled to information under this  
5 part and who submits an affidavit stating that the individual is  
6 indigent and receiving specific public assistance or, if not  
7 receiving public assistance, stating facts showing inability to pay  
8 the cost because of indigency. If the requestor is eligible for a  
9 requested discount, the public body shall fully note the discount  
10 on the detailed itemization described under subsection (4). If a  
11 requestor is ineligible for the discount, the public body shall  
12 inform the requestor specifically of the reason for ineligibility  
13 in the public body's written response. An individual is ineligible  
14 for this fee reduction if any of the following apply:

15 (i) The individual has previously received discounted copies of  
16 public records under this subsection from the public body twice  
17 during that calendar year.

18 (ii) The individual requests the information in conjunction  
19 with outside parties who are offering or providing payment or other  
20 remuneration to the individual to make the request. A public body  
21 may require a statement by the requestor in the affidavit that the  
22 request is not being made in conjunction with outside parties in  
23 exchange for payment or other remuneration.

24 (b) A nonprofit organization formally designated by the state  
25 to carry out activities under subtitle C of the developmental  
26 disabilities assistance and bill of rights act of 2000, Public Law  
27 106-402, and the protection and advocacy for mentally ill  
28 individuals act of 1986, Public Law 99-319, or their successors, if  
29 the request meets all of the following requirements:



1 (i) Is made directly on behalf of the organization or its  
2 clients.

3 (ii) Is made for a reason wholly consistent with the mission  
4 and provisions of those laws under section 931 of the mental health  
5 code, 1974 PA 258, MCL 330.1931.

6 (iii) Is accompanied by documentation of its designation by this  
7 state, if requested by the public body.

8 (3) A fee as described in subsection (1) shall not be charged  
9 for the cost of search, examination, review, and the deletion and  
10 separation of exempt from nonexempt information as provided in  
11 section 29e unless failure to charge a fee would result in  
12 unreasonably high costs to the public body because of the nature of  
13 the request in the particular instance and the public body  
14 specifically identifies the nature of these unreasonably high  
15 costs.

16 (4) A public body shall establish procedures and guidelines to  
17 implement this part and shall create a written public summary of  
18 the specific procedures and guidelines relevant to the general  
19 public regarding how to submit written requests to the public body  
20 and explaining how to understand a public body's written responses,  
21 deposit requirements, fee calculations, and avenues for challenge  
22 and appeal. The written public summary shall be written in a manner  
23 so as to be easily understood by the general public. A public body  
24 shall post and maintain the procedures and guidelines and its  
25 written public summary on its website. A public body shall make the  
26 procedures and guidelines publicly available by providing free  
27 copies of the procedures and guidelines and its written public  
28 summary both in the public body's response to a written request and  
29 upon request by visitors at the public body's office. A public body



1 may include the website link to the documents in lieu of providing  
2 paper copies in its response to a written request. A public body's  
3 procedures and guidelines must include the use of a standard form  
4 for detailed itemization of any fee amount in its responses to  
5 written requests under this part. The detailed itemization must  
6 clearly list and explain the allowable charges for each of the 6  
7 fee components listed under subsection (1) that compose the total  
8 fee used for estimating or charging purposes. A public body that  
9 has not established procedures and guidelines, has not created a  
10 written public summary, or has not made those items publicly  
11 available without charge as required in this subsection is not  
12 relieved of its duty to comply with any requirement of this part  
13 and shall not require deposits or charge fees otherwise permitted  
14 under this part until it is in compliance with this subsection.  
15 Notwithstanding this subsection and despite any law to the  
16 contrary, a public body's procedures and guidelines under this part  
17 are not exempt public records under section 29d.

18 (5) Any public records available to the general public on a  
19 public body's internet site at the time the request is made are  
20 exempt from charge under subsection (1) (b). If the LORA coordinator  
21 knows or has reason to know that all or a portion of the requested  
22 information is available on its website, the public body shall  
23 notify the requestor in its written response that all or a portion  
24 of the requested information is available on its website. The  
25 written response, to the degree practicable in the specific  
26 instance, must include a specific webpage address where the  
27 requested information is available. On the detailed itemization  
28 described in subsection (4), the public body shall separate the  
29 requested public records that are available on its website from



1 those that are not available on the website and shall inform the  
2 requestor of the additional charge to receive copies of the public  
3 records that are available on its website. If the public body has  
4 included the website address for a record in its written response  
5 to the requestor and the requestor thereafter stipulates that the  
6 public record be provided to him or her in a paper format or other  
7 form as described under subsection (1)(c), the public body shall  
8 provide the public records in the specified format but may use a  
9 fringe benefit multiplier greater than the 50% limitation in  
10 subsection (2), not to exceed the actual costs of providing the  
11 information in the specified format.

12 (6) A public body may provide requested information available  
13 in public records without receipt of a written request.

14 (7) If a verbal request for information is for information  
15 that a public body believes is available on the public body's  
16 website, a public employee shall, if practicable and to the best of  
17 the public employee's knowledge, inform the requestor about the  
18 public body's pertinent website address.

19 (8) In either the public body's initial response or subsequent  
20 response as described under section 25(2)(d), the public body may  
21 require a good-faith deposit from the person requesting information  
22 before providing the public records to the requestor if the entire  
23 fee estimate or charge authorized under this section exceeds  
24 \$50.00, based on a good-faith calculation of the total fee  
25 described in subsection (4). Subject to subsection (10), the  
26 deposit must not exceed 1/2 of the total estimated fee, and a  
27 public body's request for a deposit must include a detailed  
28 itemization as required under subsection (4). The response must  
29 also contain a best efforts estimate by the public body regarding





1 the time frame it will take the public body to comply with the law  
2 in providing the public records to the requestor. The time frame  
3 estimate is nonbinding upon the public body, but the public body  
4 shall provide the estimate in good faith and strive to be  
5 reasonably accurate and to provide the public records in a manner  
6 based on this state's public policy under section 21 and the nature  
7 of the request in the particular instance. If a public body does  
8 not respond in a timely manner as described under section 25(2), it  
9 is not relieved from its requirements to provide proper fee  
10 calculations and time frame estimates in any tardy responses.  
11 Providing an estimated time frame does not relieve a public body  
12 from any of the other requirements of this part.

13 (9) If a public body does not respond to a written request in  
14 a timely manner as required under section 25(2), the public body  
15 shall do the following:

16 (a) Reduce the charges for labor costs otherwise permitted  
17 under this section by 5% for each day the public body exceeds the  
18 time permitted under section 25(2) for a response to the request,  
19 with a maximum 50% reduction, if either of the following applies:

20 (i) The late response was willful and intentional.

21 (ii) The written request included language that conveyed a  
22 request for information within the first 250 words of the body of a  
23 letter, facsimile, electronic mail, or electronic mail attachment,  
24 or specifically included the words, characters, or abbreviations  
25 for "freedom of information", "open records", "information",  
26 "LORA", "copy", or a recognizable misspelling of such, or  
27 appropriate legal code reference for this part, on the front of an  
28 envelope or in the subject line of an electronic mail, a letter, or  
29 a facsimile cover page.



1 (b) If a charge reduction is required under subdivision (a),  
2 fully note the charge reduction on the detailed itemization  
3 described under subsection (4).

4 (10) This section does not apply to public records prepared  
5 under an act or statute specifically authorizing the sale of those  
6 public records to the public, or if the amount of the fee for  
7 providing a copy of the public record is otherwise specifically  
8 provided by an act or statute.

9 (11) Subject to subsection (12), after a public body has  
10 granted and fulfilled a written request from an individual under  
11 this part, if the public body has not been paid in full the total  
12 amount under subsection (1) for the copies of public records that  
13 the public body made available to the individual as a result of  
14 that written request, the public body may require a deposit of up  
15 to 100% of the estimated fee before it begins a full public record  
16 search for any subsequent written request from that individual if  
17 all of the following apply:

18 (a) The final fee for the prior written request was not more  
19 than 105% of the estimated fee.

20 (b) The public records made available contained the  
21 information being sought in the prior written request and are still  
22 in the public body's possession.

23 (c) The public records were made available to the individual,  
24 subject to payment, within the time frame estimate described under  
25 subsection (8).

26 (d) Ninety days have passed since the public body notified the  
27 individual in writing that the public records were available for  
28 pickup or mailing.

29 (e) The individual is unable to show proof of prior payment to



1 the public body.

2 (f) The public body calculates a detailed itemization, as  
3 required under subsection (4), that is the basis for the current  
4 written request's increased estimated fee deposit.

5 (12) A public body shall not continue to require an increased  
6 estimated fee deposit from an individual as described under  
7 subsection (11) if any of the following apply:

8 (a) The individual shows to the public body proof of prior  
9 payment in full for the applicable prior request.

10 (b) The public body receives payment in full for the  
11 applicable prior written request.

12 (c) Three hundred sixty-five days have passed since the  
13 individual made the written request for which full payment was not  
14 remitted to the public body.

15 (13) A deposit required by a public body under this part is a  
16 fee.

17 (14) If a deposit that is required under subsection (8) or  
18 (11) is not received by the public body within 45 days from receipt  
19 by the requesting person of the notice that a deposit is required,  
20 and if the requesting person has not filed an appeal of the deposit  
21 amount pursuant to section 29b, the request shall be considered  
22 abandoned by the requesting person and the public body is no longer  
23 required to fulfill the request. Notice of a deposit requirement  
24 under subsection (8) or (11) is considered received 3 days after it  
25 is sent, regardless of the means of transmission. Notice of a  
26 deposit requirement under subsection (8) or (11) must include  
27 notice of the date by which the deposit must be received, which  
28 date is 48 days after the date the notice is sent.

29 Enacting section 1. This amendatory act takes effect January



1 1, 2020.

2 Enacting section 2. This amendatory act does not take effect  
3 unless House Bill No. 4011 of the 100th Legislature is enacted into  
4 law.

