

**OLDER PERSONS COMMISSION**  
**OPC Administrative Policy**

**Freedom of Information Act Requests**

Preliminary to making claims or filing suit against the Older Persons' Commission (OPC), some attorneys are utilizing the Freedom of Information Act to gather information from the OPC. It is impossible for every Department Head and OPC employee to be aware of those materials that are exempt from the Act.

- I. The Executive Director shall be the OPC designated person for responding to Freedom of Information Act (FOIA) requests.
- II. All information requested under the FOIA, along with a memo of costs involved in gathering the information, shall be forwarded to the Executive Director, who shall then respond to the person filing the FOIA. No FOIA request shall be filled without the Executive Director reviewing all documents being provided.
- III. In filling FOIA or other document requests, correspondence to or from any attorney or firm of attorneys representing the OPC shall be presumed to be exempt and shall NOT be provided to anyone until the document has been reviewed by the Executive Director or the OPC Attorney.
- IV. Violation of this policy subjects the offender to disciplinary action, up to and including dismissal.

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Marye E. Miller, Executive Director

**OLDER PERSONS' COMMISSION**  
**Freedom of Information Act (FOIA)**  
**Request for Public Record**

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All requests for information shall be directed to:

Mail to: Marye E. Miller – FOIA Coordinator  
Older Persons' Commission  
650 Letica Dr.  
Rochester, Michigan 48307

Email to: marye\_miller@opcseniorcenter.org  
(in subject line key in: FOIA)  
cc: carla\_graham@opcseniorcenter.org

- Please include your: Name, Address, Daytime Phone Number, Email address. Specifically describe the public record(s) you are requesting.
- All information will be subject to a fee of .25 cents per copy, plus labor costs when ¼ hour or more of staff time is necessary to comply with the request. A 50% deposit may be required at time of request with balance owed when information is complete.
- OPC has five (5) business days to respond to the request and may issue a notice extending the time for ten (10) additional business days. A written request made by fax, email or other electronic transmission is not considered received until one (1) business day after the electronic transmission is made.