

It is the policy of the Grand Rapids Public Schools (“GRPS”) that all persons are entitled to full and complete information regarding governmental decision-making, consistent with the Michigan Freedom of Information Act (the “FOIA” or the “Act”). All officers, employees, and agents of the GRPS shall protect public records from loss, unauthorized alteration, mutilation, or destruction.

For purpose of this Policy, a “public record” means: a writing prepared, owned, used, in the possession of, or retained by GRPS in the performance of an official function, from the time it is created. Public record does not include computer software.

The Superintendent shall designate the “FOIA Coordinator” with the authority and responsibilities stated in the Act and this policy and accompanying rules. The FOIA Coordinator shall be responsible to accept and process all written requests for public records under the Act and shall be responsible for approving a denial under Section 5 of the Act (MCL 15.235).

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act. The rules regarding time frames, appeals, and fees do not apply to public records prepared for, or disclosed pursuant to another act or statute (i.e., requests for medical records made pursuant to the Public Health Code, or requests made pursuant to the Public Employment Relations Act or the Bullard-Plawecki Employee Right to Know Act, etc.).

Approved: June 29, 2009

| Amended: June 22, 2015

LEGAL REF: MCL 15.231 *et seq.* (Freedom of Information Act)