

INFORMATION SHEET FOR PROCESSING A FREEDOM OF INFORMATION ACT REQUEST

Dear Sir or Madam:

Prisoners are no longer allowed to file a Freedom of Information Act (FOIA) request for their own records, only members of the public can. Therefore, enclosed you will find a generic FOIA form, it is inclusive of all the documents that are needed to properly analyze and prepare a commutation petition, or to prepare for a parole interview and/or any hearings.

You need to make one copy for your records, and another copy needs to be, dated, signed, and mailed to the FOIA Coordinator at:

FOIA Coordinator
Michigan Department of Corrections (MDOC)
P.O. Box 30003
Lansing, Michigan 48909
Ph.: (517) 373-3651

After the Coordinator receives your requests, he will mail you a form entitled "Response to Request for Public Records-FOIA." This form response will indicate that your request was received by the FOIA office, and what action has been taken on your request.

Some documents requested will be approved in part and some request will be denied (because they are exempt from disclosure or that the records do not exist within the records of the MDOC under the name or description given). If you receive this response it is normal, because the form is generic and some of the requests do not apply for the prisoner you are requesting the documents for.

For the documents that are not exempt, the Coordinator will send you the cost of your request and tell you that:

"upon receipt of payment in the form of a check or money order payable to the State of Michigan (no cash) in the amount of [the dollar amount of your request], you will be sent your requested documents."

You will have to send the payment to the FOIA Coordinator at the return address indicated on the envelope you received from the FOIA Coordinator.

Because the form is all inclusive, the Coordinator will inform you that an additional 10 business days are needed to properly process your request because part of your request is being forwarded to the FOIA Coordinator at the facility where the prisoner you are requesting the information on is located.

Further, you will be denied any documents containing information that is of a personal nature, where public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy; such as, victims statements, private addresses, phone numbers, CTN, FBI numbers, SS numbers.

Once you receive the requested documents, it is a good idea to make two (2) copies, one for yourself and one for your loved one. That way, if the documents are lost or destroyed during shipping you have a replacement copy without incurring additional cost.

It is hopeful that this information helps you process the FOIA request.

Thank you.