



OAKLAND COUNTY RETIREMENT AND DEFERRED COMPENSATION BOARD

2100 PONTIAC LAKE RD, 41 W, WATERFORD MICHIGAN 48328-0440

SUMMARY OF FOIA POLICY AND PROCEDURES

In accordance with the FOIA, the following written public summary of the Retirement Board's FOIA Policy and Procedures is provided.

1. Submitting a FOIA Request

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Retirement System must be submitted in writing.
- No specific form to submit a written FOIA request is required; however, electronic FOIA requests may be submitted through the County's FOIA Request Center available at <https://www.oakgov.com/foia/Pages/FOIA.aspx>.
- Written requests may be made by mail addressed to the Oakland County Retirement and Deferred Compensation Board, Attn: FOIA Coordinator, 2100 Pontiac Lake Rd., Waterford, MI 48328; requests may also be submitted via email to retirement@oakgov.com.

2. Responding to Requests

- Within five (5) business days of receipt of a FOIA request the Retirement Board's FOIA Coordinator will issue a response. E-mail requests delivered to the FOIA Coordinator's spam or junk-mail folder shall be deemed received one (1) day after the FOIA Coordinator becomes aware of the e-mail request, and such dates shall be noted in any response provided.
- The Retirement Board will respond to your request in one of the following ways:
 - Grant the request;
 - Deny the request, in writing;
 - Grant the request in part and issue a written notice denying the request in part;
 - Issue a notice indicating that due to the nature of the request the Retirement Board requires an additional 10 business days to respond; or
 - Issue a written notice indicating that the public record requested is available at no charge on the Retirement Board's webpage.
- If a request is granted, or granted in part, the Retirement Board will ask that payment be made for any permissible fees associated with responding to the request before the public record is made available. If the costs of processing and responding to the request are expected to exceed \$50.00, the Retirement Board will require a good faith deposit prior to processing the request. Under certain circumstances, the Retirement Board may require payment of any and

all fees in advance prior to processing the request.

3. Calculation of Fees

- A fee will be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information in all instances where the failure to charge a fee would result in unreasonably high costs to the Retirement System because of the nature of the request in the particular instance, and the Retirement System identifies the nature of the unreasonably high costs.

4. Appeals

- Denials of all or a portion of a FOIA request may be appealed to the Retirement Board. The appeal must be filed in writing, specifically state the word “appeal”, and identify the reason or reasons that the denial is believed to be improper.
- If you believe that the fee charged by the Retirement System to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal of the fee charged to the Retirement Board. The appeal must be in writing, specifically state the word “appeal”, and identify the basis for contesting the fee charged.
- Appeals received by the Retirement Board are not considered received until the first regularly scheduled meeting of the Retirement Board following submission of a written appeal.

The foregoing is only a summary of the Retirement System’s and VEBA’s FOIA Policy and Procedures and is provided for informational purposes only. A copy of the complete FOIA Policy and Procedures is available at the Retirement Board’s webpage accessible at: <https://www.oakgov.com/hr/retirement/Pages/Retirement-Board.aspx>.