



**Written Public Summary of Freedom of Information Act Procedures and Guidelines  
of the  
COURTS AND LAW ENFORCEMENT MANAGEMENT  
INFORMATION SYSTEM (CLEMIS) AUTHORITY**

This is a written public summary (the “**Public Summary**”) of the procedures and guidelines (the “**FOIA Procedures**”) established by the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) to implement the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 to 15.246 (“**FOIA**”), relevant to the general public. The Public Summary further explains the Authority’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The complete FOIA Procedures are available on the Authority’s website at:

<http://www.clemisauthority.org/foia>.

**1. How Do I Submit a Request for a Public Record Under FOIA to the Authority?**

- a. A request to inspect or obtain copies of a public record prepared, owned, used, possessed, or retained by the Authority (a “**FOIA Request**”) must be written.
- b. A FOIA Request must describe a public record in a way allowing the Authority to find it.
- c. *Mail.* Send a FOIA Request to the Authority by mail at:

FOIA Coordinator  
CLEMIS Authority  
51111 Woodward Avenue, Suite 723  
Pontiac, MI 48342

- d. *Email.* Send a FOIA Request to the Authority by email at:

[freedomofinformationact@clemisauthority.org](mailto:freedomofinformationact@clemisauthority.org)

Please include “FOIA” in the subject line of the email.

*Note: If you are imprisoned in a local, state, or federal correctional facility, you are not entitled to submit a FOIA Request.*

**2. When and How Will the Authority Respond to My Request?**

- a. The Authority will respond to a FOIA request within five business days of receipt in one of the following ways:
  - i. granting the FOIA Request;
  - ii. denying the FOIA Request with an explanation;



- iii. granting the FOIA Request in part and denying the FOIA Request in part with an explanation;
  - iv. indicating that the public record requested is available without charge on the Authority's website; or
  - v. indicating that the Authority needs up to ten additional business days to respond.
- b. If a FOIA Request is granted completely or partially, the Authority may provide a notice that a payment of a fee deposit is required for further processing. If a fee deposit is required, the Authority will include in its response a non-binding, best effort estimate regarding the time and cost for providing the records.

*Note: If a FOIA Request by email is filed in a spam or junk-mail folder, it will not be considered received until one day after the Authority becomes aware of the request. The Authority will check its spam or junk-mail folder at least monthly.*

### **3. What Are the Authority's Fee Deposit Requirements?**

- a. If the Authority makes a good faith calculation that the total fee for processing a FOIA Request will be more than \$50.00, the Authority will require payment of a fee deposit equal to 50% of the estimated fee. The Authority will provide a non-binding estimate of the time to respond to a FOIA Request after it receives the fee deposit.
- b. If the Authority requires a fee deposit, it will not process the FOIA Request further until the fee deposit is paid.
- c. If a person submitting a FOIA Request has not paid the final fee for the processing of an earlier FOIA Request and files a new FOIA Request, the Authority may require a payment of a fee deposit equal to 100% of the estimated fees for processing the new FOIA Request before processing the new FOIA Request.

### **4. How Does the Authority Calculate Fees?**

- a. Fees are calculated by adding together the following costs:
  - i. labor costs for searching for, locating, and examining responsive records;
  - ii. labor costs for review, separation, and deletion of information exempt from disclosure from information disclosed;
  - iii. costs for computer discs, drives, or other non-paper physical media, if used;
  - iv. costs for duplication or publication, including paper copies and digital copies; and
  - v. cost to mail or send a public record to the person submitting the FOIA Request.



- b. Labor costs will:
  - i. be estimated and charged in 15-minute increments, with partial time increments rounded down;
  - ii. be charged at the hourly wage of the lowest paid Authority personnel capable of doing the work in the specific fee category, regardless of the person performing the work; and
  - iii. include a charge to cover or partially cover the cost of fringe benefits.
- c. For copies provided on non-paper physical media (like computer discs or drives), the Authority will charge the actual and most reasonably economical cost for the non-paper media.
- d. For paper copies, the Authority will charge up to \$0.10 per sheet for standard letter (8 ½ by 11 inches) or legal (8 ½ by 14 inches) paper copies made and actual costs for other sizes and may use double-sided printing, if it is cost-saving and available.
- e. The Authority will charge the actual cost of mailing public records in a reasonably economical and justifiable way and may charge the least expensive form of postal delivery confirmation. Unless requested, the Authority will not charge for expedited shipping or insurance.

## 5. How Do I Challenge or Appeal a Denial?

- a. If the Authority denies a FOIA Request in whole or in part, the denial may be appealed to the executive committee of the Authority (the “**Executive Committee**”). The appeal must be in writing, include the word “appeal,” and identify the reason or reasons the denial was improper.
- b. Within ten business days of receiving the appeal, the Executive Committee will respond in writing by doing one of the following:
  - i. reversing the denial;
  - ii. issuing a written notice upholding the denial;
  - iii. reversing the denial in part and issuing a written notice upholding the denial in part; or
  - iv. issuing a notice extending the response period for up to ten business days.
- c. The Executive Committee is not considered to have received a written appeal until the first regularly scheduled meeting of the Executive Committee after submission of the written appeal.



- d. A person submitting a FOIA Request may commence a civil action in the circuit court for Oakland County within 180 days after the Executive Committee's final determination to deny a request.
- e. If a person submitting a FOIA Request believes that the Authority has required payment of a fee that exceeds the amount permitted the FOIA Procedures, the person may bring an action in the circuit court for Oakland County for a fee reduction 45 days after receiving the notice of the required fee.

**6. What If I Have Questions?**

- a. A person submitting a FOIA Request can contact the Authority with questions about a response, fees, or an appeal:

Email: [freedomofinformationact@clemisauthority.org](mailto:freedomofinformationact@clemisauthority.org)

Phone: (947) 729-8725



**Freedom of Information Act Fee Itemization Form**  
**of the**  
**COURTS AND LAW ENFORCEMENT MANAGEMENT**  
**INFORMATION SYSTEM (CLEMIS) AUTHORITY**  
 (as of November 10, 2025)

Component	Cost Calculations	Total
<b>1. Labor Costs for Search, Location, and Examination of Records*</b>	<p>Enter the hourly wage of lowest paid Authority personnel capable of performing the search, location, and examination:</p> <p style="text-align: right;">\$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>Multiply the hourly wage by the fringe benefit multiplier:</p> <p style="text-align: right;">\$_____ x 1._____ = \$_____</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$_____ / 4 = \$_____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$_____ = \$_____</p>	\$_____
<b>2A. Authority Personnel Labor Costs for Redaction*</b>	<p>If performed by the Authority's personnel:</p> <p>Enter the hourly wage of lowest paid personnel capable of performing the redaction:</p> <p style="text-align: right;">\$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$_____ / 4 = \$_____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p>	\$_____



	_____ x \$ _____ = \$ _____	
<b>2B. Contracted Labor Costs for Redaction*</b>	<p>If performed by Contracted Labor (only permitted if the Authority does not employ a person capable of redacting the records as determined by the FOIA Coordinator): Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six times the state minimum wage in Michigan as of November 10, 2025 (\$12.48 x 6 = \$74.88):</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Divide the hourly rate by four to determine the charge per 15-minute increment:</p> <p style="text-align: right;">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$ _____ = \$ _____</p>	\$ _____
<b>3. Non-Paper Physical Media</b>	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ _____ x number used _____ = \$ _____</p> <p>Computer Discs \$ _____ x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p> <p style="text-align: right;">\$ _____</p>	\$ _____
<b>4. Paper Copies</b>	<p>Actual total incremental cost of duplication (not including labor) up to a maximum of \$0.10 cents per page:</p> <p>Letter paper (8 1/2" x 11")</p> <p style="text-align: right;">number of sheets _____ x \$0.____ = \$ _____</p> <p>Legal paper (8 1/2" x 14")</p> <p style="text-align: right;">number of sheets _____ x \$0.____ = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____</p> <p style="text-align: right;">number of sheets _____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____</p> <p style="text-align: right;">number of sheets _____ x \$ _____ = \$ _____</p> <p><b>(Note: Must print double-sided if available and costs less)</b></p>	\$ _____



<b>5. Labor Costs for Duplication, Copying, and Transferring Records to Non-Paper Physical Media</b>	<p>Enter the hourly wage of lowest paid Authority personnel capable of performing the duplication, copying, or transferring digital records to non-paper physical media:</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ ( ) minute increment (NOTE: May use any time increment for this category):</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requester requested the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost):</p> <p style="text-align: right;">_____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier:</p> <p style="text-align: right;">\$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):</p> <p style="text-align: right;">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ ( ) minute increment:</p> <p style="text-align: right;">\$ _____ / 4 = \$ _____</p> <p><b>(Note:</b> May use any time increment for this category)</p>	
	<p>Number of _____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate:</p> <p style="text-align: right;">_____ x \$ _____ = \$ _____</p>	<p style="text-align: right;">\$ _____</p>
<b>6. Mailings</b>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p style="text-align: right;">Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation:</p> <p style="text-align: right;">\$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p> <p style="text-align: right;">\$ _____</p>	<p style="text-align: right;">\$ _____</p>
	<p style="text-align: right;"><b>SUBTOTAL</b></p>	<p style="text-align: right;">\$ _____</p>
<b>Waivers and Reductions</b>	<p>Subtract any Fee Waiver or Reduction:</p> <p>\$20.00 for indigence or nonprofit organization as further described in the Authority's Freedom of Information Act Procedures and Guidelines.</p> <p>Any amount determined by the Authority due to the search and furnishing of the public record determined to be in the public interest:</p> <p style="text-align: right;">\$ _____</p> <p>The reduction amount due to the late response of the Authority:</p> <p>5% of fee x _____ days late = _____ % reduction (maximum reduction is 50%)</p>	<p style="text-align: right;">-\$ _____</p>



<b>Fee Deposit</b>	Subtract any good-faith deposit received:	
		\$ _____ - \$ _____
	<b>TOTAL DUE</b>	\$ _____

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