

# Boyne City Housing Commission (BCHC)

## FOIA Public Summary

Adopted by the BCHC Board of Commissioners 10/22/2025

### 1. How to Submit a FOIA Request

- A. Put your request in writing and describe the records you want as clearly as possible.
- B. Send it to the FOIA Coordinator:
  - Name: Bethany Hedgepath, Executive Director (FOIA Coordinator)
  - Mailing: 829 S Park St, Boyne City, MI 49712
  - Email: info@boynecityhc.com
  - Phone: (231)582-6203 (For general inquiries; written requests are required.)

### 2. What Will Happen Next

Within 5 business days after we receive your request, BCHC will:

- A. Provide the records; or
- B. Deny the request (in whole or part) with an explanation; or
- C. Provide some records and deny some; or
- D. Take a 10-business-day extension if needed.

\*If we don't respond on time, the law provides for fee reductions.

### 3. Fees

Michigan law allows public bodies to charge the cost of responding to FOIA requests. BCHC uses the state model:

- A. Labor time for searching, separating redactions, and copying (billed in 15-minute increments at the actual hourly wage, including up to 50% fringe).
- B. Copies at \$0.10 per page for standard sizes (double-sided counts as two pages).
- C. Actual cost for electronic media and mailing.
- D. A 50% deposit may be required if the estimated fee exceeds \$50.
- E. Indigent requesters may receive a \$20 fee waiver with a sworn statement.

### 4. Appeals

If your request is denied (in whole or part), you may appeal in writing to the BCHC Board of Commissioners within 180 days, or you may file a civil action in Circuit Court within 180 days. If you disagree with the fee, you may file a written fee appealing to the Board Chair within 45 days.

### 5. Get the Full Policy

The full FOIA Procedures & Guidelines are available at the BCHC office. We will provide a paper copy of this Public Summary without charge upon request.