FOIA

Q: What is the Freedom of Information Act (FOIA)?

A: The Michigan Freedom of Information Act (FOIA) was enacted by the Michigan Legislature in 1976 to enable people to have information regarding the workings of government. As a public institution, Wayne State University is subject to FOIA and so individuals and organizations may inspect and/or receive copies of public records maintained by the University except to the extent that the records fall within a statutorily recognized exemption.

FOIA has limits. It does not give the public the freedom to acquire valuable technological data which has been developed at public expense; student education records; records of open police investigations; records containing highly personal and sensitive information; or certain other records.

Q: What should I do if I receive a FOIA request for documents?

A: If you receive a request for documents, regardless of whether the request specifically cites FOIA, you should immediately forward that request to **Shawn Wright**. He is the University's **FOIA coordinator** and can be reached at 5700 Cass Avenue, Suite 3100, A/AB, Detroit, MI 48202, 577-4562 or by email at foia@wayne.edu. He is responsible for processing all FOIA requests. Do not delay in contacting him. The University has only five (5) business days after a request is received to respond to a request so it is important to notify him immediately. Do not begin searching for or copying documents before talking to him.

Q: What kind of information can be sought under FOIA?

A: FOIA requires the production of records. It does not require that the University simply answer questions.

Q: Who handles FOIA requests?

A: Most FOIA requests are routine and are handled through the Director of Communication in the Department of Marketing and Communications. As a matter of convenience, the Purchasing Department responds to most requests for bidding records.

Q: Can FOIA requests be denied?

A: There are limited circumstances when FOIA requests may be denied. By University policy, ***only*** the Office of the General Counsel may deny a FOIA request. Denying a FOIA request without appropriate cause can subject the University to legal liability.

Q: Who should I contact if I have a question about FOIA?

A: You can direct questions regarding FOIA to **Shawn Wright** at **577-4562.**

Q. Does the University have FOIA Procedures and Guidelines?

A. Yes. They can be found here.

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