

PUBLIC RECORDS REQUESTS UNDER THE MICHIGAN FREEDOM OF INFORMATION ACT (“FOIA”)

The Michigan Freedom of Information Act, MCL 15.231, et seq. (“FOIA”) establishes statutory procedures and sets requirements for disclosure of public records for all public bodies to provide the public greater access to the governing process. A request for public records should be detailed and sufficiently describe the record to enable the [school district] to search and locate the requested record.

All written requests should be clearly identified as a “Freedom of Information Act Request” or “FOIA Request”.

WAYS TO MAKE A REQUEST

Any person seeking to receive a copy of a public record should make a written request to the District in one of the following ways:

1. By electronic mail to frontoffice@muskegonmaritime.org.
2. By U.S. Mail to:

■ Muskegon Maritime Academy
571 E Apple Ave, Muskegon, MI 49442

