

REQUESTING PUBLIC RECORDS



This infographic is intended as a helpful reference. For complete and official FOIA requirements, please review the district’s FOIA Procedures and Guidelines Manual.

WHAT IS FOIA?

FOIA is a law that allows the public to access existing school district records such as budgets, policies, contracts, and board decisions.

FOIA does not include:

- Private student records
- Personal staff notes
- Attorney-client communications
- Creation of new reports or analyses



RESPONSE TIMELINE

- District must acknowledge requests within 5 business days.
- Can extend up to 10 additional business days if needed (with notice)
- Reasonable fees may apply for copying or labor
- If fees apply, they must be paid before records are made available.
- If the request is denied, the district will provide written notice and rights to appeal.

SUBMITTING A REQUEST



TIPS FOR SUBMITTING EFFECTIVE REQUESTS



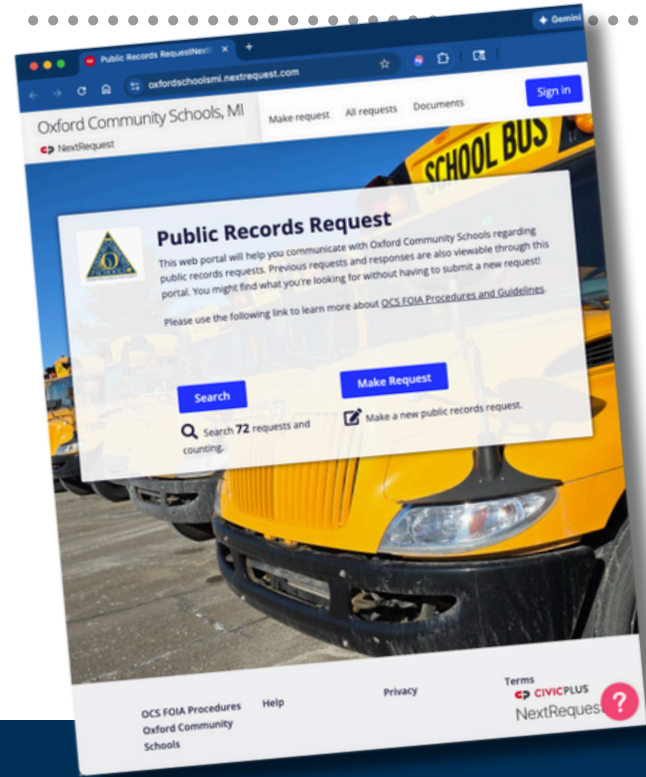
Be Specific

FOIA requests are fulfilled exactly as written. Including clear details like date ranges, departments, or keywords helps avoid delays.



Understand Time & Cost

Broad or unclear requests may take more time to process and may result in additional costs for labor or copying.



← To reach our FOIA site directly, visit oxfordschoolsmi.nextrequest.com



Oxford FOIA Coordinator Email:
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Additional Resources:

- [OCS FOIA Procedures & Guidelines](#)
- [State of Michigan FOIA Overview](#)