

Records Located on Website

If Benzie County Council on Aging directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, Benzie County Council on Aging must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, Benzie County Council on Aging must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If Benzie County Council on Aging has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, Benzie County Council on Aging must provide the public records in the specified format (if Benzie County Council on Aging has the technological capability)

Request for Copies/Duplication of Records on Benzie County Council on Aging Website

I hereby stipulate that, even if some or all of the records are located on a Benzie County Council on Aging website, I am requesting that Benzie County Council on Aging make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date