EGLE FOIA REQUEST CENTER
GUIDE FOR REQUESTERS

How do I submit a FOIA request?

Visit www.michigan.gov/eglefoia and select the **Submit a FOIA request** button. Doing so will take you to the *EGLE FOIA Request Center* where you can create an account and then submit, track, communicate, pay for, and receive records responsive to your FOIA request.

Step One

Create an account in the *EGLE FOIA Request Center* by entering your email address and creating a password (see example below). Once you have an account, you will log into the system with your email address and password which will then allow you to submit and track your requests.

Step Two

To submit a new request, select *Submit a FOIA Request* from the main menu.

Remember, when creating a request:

- Limit the request to one address per request.
- Provide as many details about your request as possible; if you are requesting a specific report, provide information such as the name and date of the report.
- If you provide just an address, the search for records will be for the entire file on that address, including historical documents. If you do not want the entire file, be sure to narrow the request so that staff know what record(s) you are requesting.

Filling out the request screen (see the following example) to the best of your knowledge will help the department respond to your request.

Step Three

If you need to add an attachment to your request, you may do so by scrolling to the bottom of the request screen and following the instructions provided (see below).

Step Four

When all the information is entered, submit the request by selecting the appropriate button (see above).

How do I know that EGLE received my request?

Once your request has been submitted, you will receive a confirmation message (see the following).

In addition, when the request is considered received by the Department, you will receive an email that will provide the FOIA reference number as well as a link to the *EGLE FOIA Request Center* where you will be able to track your FOIA request (see below).

Dear Ms. Simon:

Thank you for your interest in public records of the Department of Environment, Great Lakes, and Energy (EGLE). Your request dated 12/17/2019 has been assigned reference number E002251-121619 for tracking purposes.

Records Requested: "entire RRD file for 123 Main Street, Lowell"

123 Main
Lowell

EGLE will respond to a request within 5 business days. If necessary, the Department may issue an extension for up to 10 additional business days.

To monitor the progress of your request, please follow the link below. You will receive an email when your request has been completed.

FOIA Request Center

To review a copy of EGLE's FOIA policy and procedure, public written summary, and several online databases, go to www.michigan.gov/eglefoia

Department of Environment, Great Lakes, and Energy

How do I know the status of my request?

To monitor your FOIA request(s), log into the *EGLE FOIA Request Center*, select *My Request Center* from the main menu and use your special FOIA identifier (E######-######) to find the request.

All communication, invoicing, and any records release will be done through your interaction with the *EGLE FOIA Request Center* via the *My Request Center* tab.

While in the *My Request Center* tab, note that your requests will be listed with the most recent request at the top.

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You will track the department's response to your FOIA request using the "E" number (E######-######) initially provided to you in your submittal confirmation notice. This important number will guide you to the status of your request, allow you to view and pay invoices, as well as receive responsive records.

How will I know when my request is complete?

After selecting *View My Requests* in *My Request Center,* the bar on the right side of each request will indicate whether the request is in progress or if it is complete (see below). You will also receive a final email notice.

How will I know if a fee is required?

Invoices will be provided to a requester via the *EGLE FOIA Request Center* through the *View My Invoices* tab. A requester will also receive an email about the fee(s) that will contain important information such as the date by which payment is required along with a link to the payment center. Any FOIA fee(s) will be paid through the online payment center.

How do I view responsive records?

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To view records responsive to your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you have received documents for. Remember to use the "E" tracking number (E######-######) assigned to your request, to find responsive records. Once there click on *View Files*.

Documents available for download will be identified as follows.
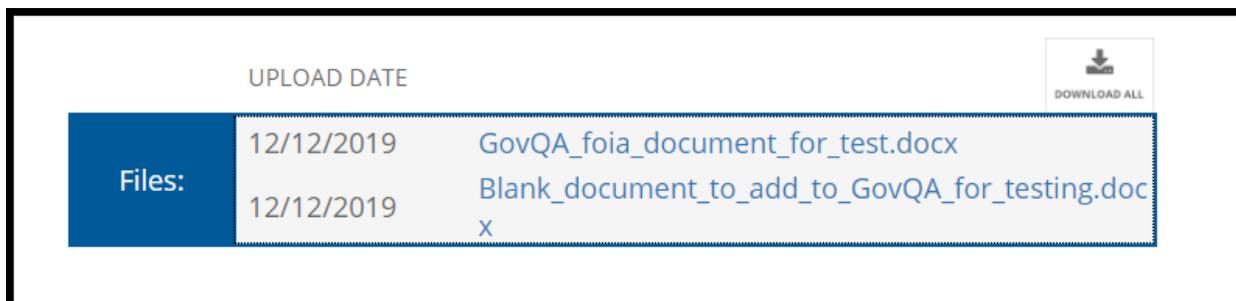
How can I ask a question about my request?

To ask a question about your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you wish to ask the question about. Select the details button for that FOIA and towards the bottom of the new screen that opens you will see the below buttons, simply click the new message button to prepare and submit a question about your FOIA request.
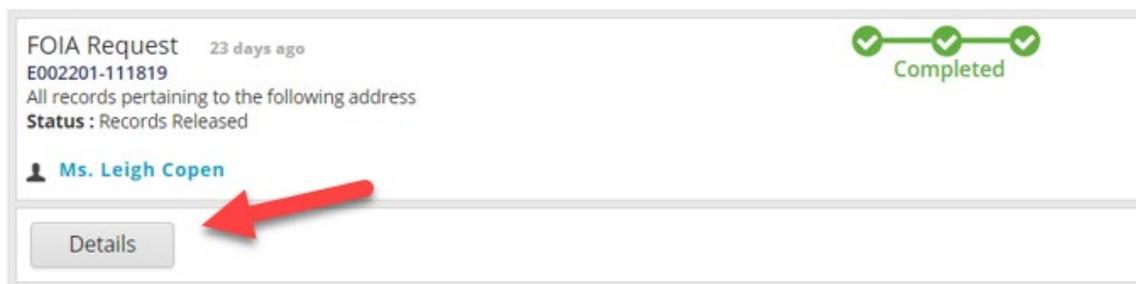
How can I cancel my request?

To cancel your request, go to the *EGLE FOIA Request Center*, log into *My Request Center* and locate the FOIA that you wish to cancel. Select the details button for that FOIA and towards the bottom of the new screen that opens you will see the above buttons, simply click the new message button to prepare and submit a note asking to cancel your FOIA request.

Or, you may cancel by sending an email to egle-foia@michigan.gov that contains your FOIA tracking number (E######-######) and your request to cancel.

How long will my records be available?

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FOIA requests and associated responsive records will remain in the public portal for 365 days.

How can a colleague receive updates, on my open requests, in my absence?

If you would like a colleague to receive updates about the status of any open requests while you are away; you may change the email address associated with your account. Notices regarding open requests will then be sent to that new email address. While, responsive records would be available to your colleague, and others, on the *Public Records Archive* in the *EGLE FOIA Request Center.* Upon your return you would need to update the associated email address to your account, again. Please note, after changing the associated email address the owner of that new email address could change the password to your account in the *EGLE FOIA Request Center*; thereby, locking you out of *My Request Center*.

How do I open records with different file types?

If you are having difficulty opening different file types due to a Mac user or software not available on your computer, please go to online-converting.com/document. This is a free and easy software to use that will convert most file types. If you are a Mac user, Apple also supplies its own downloadable free software to convert Microsoft Office products.

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