



FOIA TEMPORARY CHANGES PER EXECUTIVE ORDER 2020-38

As a result of the Governor's April 6, 2020 [Executive Order Number 2020-38](#), the City of Mason will continue to fulfill any Freedom of Information Act requests to the extent possible due to the circumstances arising out of the COVID-19 pandemic. However, pursuant to the Order, "strict compliance" with FOIA's response requirement will be temporarily suspended. The City of Mason now has ten (10) business days to respond to a FOIA request or appeal received via first class mail, hand-delivery, or fax. Furthermore, the calculation of the new time period begins when a City of Mason's employee physically opens, or removes from the fax machine, the correspondence containing the FOIA request or appeal, not when it is postmarked or dated. The City of Mason will provide written notice to the requestor should compliance with any of the current COVID-19 emergency orders preclude the City of Mason from providing a response within the new time period.

The City of Mason will continue to respond to all FOIA requests or appeals received via email or website submission, within the FOIA's current guidelines set forth in MCL 15.235.

However, if the FOIA request requires "in-person efforts" to prepare the response, e.g. search examination and copying of documents, then the City of Mason will inform the requestor of its election to defer preparing that portion of the request until the expiration of the Order, or any extension of the Order. A requestor may inform the City of Mason in writing if they want to revise their FOIA request to exclude the portions that require "in-person efforts" and receive the records that would not require such preparation.

The City of Mason will adhere to the Order through its effective date of **June 4, 2020** or any extension of the Order's duration.