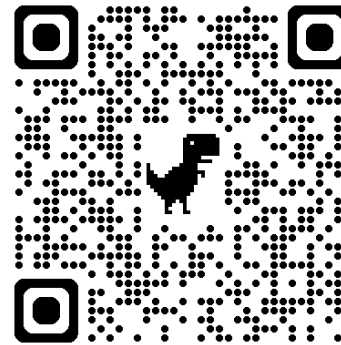


# WELCOME

## To FOIA Best Practices!

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Please complete the  
Whova question  
while you wait for  
the session to start



# FOIA Best Practices

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Paige Filipski, Assistant FOIA Coordinator

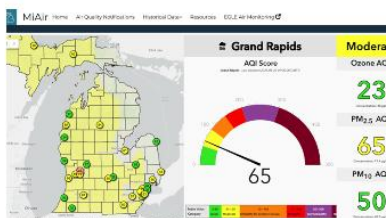
Aimee Crouch, Legal Specialist

# Freedom of Information Act

“It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are **entitled to full and complete information regarding the affairs of government** and the official acts of those who represent them as public officials and public employees.”

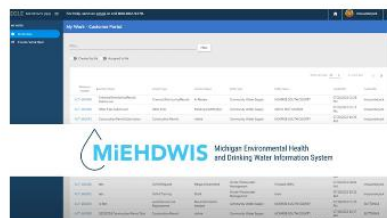
MCL 15.231(2)

# Transparency at EGLE



## MiAir

Real-time and historical air monitoring information



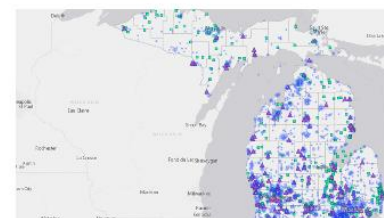
## MiEHDWIS

Portal for regulated entities to submit results and more



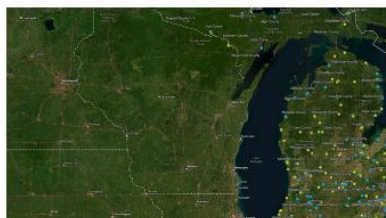
## MiEnviro Portal

Public notice, compliance, and permitting portal



## MPART geographic information system

Contaminated sites and other PFAS results in one spot



## RenewMI project viewer

Current and past cleanup projects in your community



## RIDE

Publicly available documents and portal for regulated entities



## RIDE Mapper

Sites of contamination and other cleanup work



## Water Well Viewer

Well records, wellhead protection areas, and more

# FOIA Requester's Rights

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Inspection  
of public  
records



Copies  
of public  
records



Subscription  
to certain  
types of  
records



# What to expect

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Within **5 business days**  
the public body must issue a written notice that:

- Grants the request
  - Provides the responsive records, or
  - Provides a **cost estimate**
- Denies the request
- Grants in part, and Denies in part
- Extends response time for no more than **10 business days**

MCL 15.235(2)

# EGLE Public Records Center



Department of Environment, Great Lakes, and Energy

## Public Records Center

[Home](#) > [Michigan's Freedom of Information Act \(FOIA\)](#) > [Public Records Center](#)

[Home](#)

[FAQs](#)

[Submit a Request](#)

[My Request Center](#)

### FAQs

[See All FAQs](#)

How can I submit a FOIA request on this new website?

Are fees charged for processing FOIA requests?

Who do I contact if I have questions?

When will I receive documents requested under FOIA?

How can I pay my invoice?

### Public Records Center

Welcome to the Public Records Center for Michigan Department of Environment, Great Lakes, and Energy. Please use the resources below to review FOIA resources or submit a public records request.

#### [Submit a FOIA Request](#)

Submit a FOIA request to the Michigan Department of Environment, Great Lakes, and Energy.



#### [My Request Center](#)

Track request status and download records.



#### [Public Records Archive](#)

View previous FOIA requests.



#### [Find Answers](#)

Search for an answer to a specific question.



#### [Tutorial Video](#)

Click here to learn how to get started on the FOIA Request Center.



[https://michiganegle.govqa.us/WEBAPP/\\_rs/SupportHome.aspx](https://michiganegle.govqa.us/WEBAPP/_rs/SupportHome.aspx)

# Creating Your Account

## Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Email Address:\*

Password:\*

☒ Submit

If you don't know or have forgotten your password, click here.

New User? Click below to create a new account.

☒ Create Account

## Type of Requester:\*

- ☒ Consultant
- ☐ Media
- ☐ Individual
- ☐ Attorney
- ☐ Other

# My Request Center

---

## My Request Center

Login here to check the status of requests you have submitted or to update your customer account information.

[View My Requests](#)

Click above to access requests submitted.

[View My Invoices](#)

Click above to view your invoice history.

[Edit Customer Account Information](#)

Click above to access and update your customer account information.

[Logout](#)

Logged in as [angela.hayford@granicus.com](#)

# Submitting your FOIA

## Required Fields

**Describe the Record(s) Requested:\***

*Requests are limited to 1 address*

**Address of Requested Site:**

**City:**

**State:**

**Zip Code:**

**Select County:\***

--Please Choose--

*If your request does not pertain to a specific county, select N/A*

☐

If you are a consultant please click here

**Preferred Method to Receive Records:\***

☒

Electronic via Request Center

☐

Inspect On-site

☐

Regular Mail

# EGLE'S Records

Maintained by

**Facility name/ID**

Michigan State Police  
Cadillac Former  
83000147

**Street address**

ABC Avenue

**Parcel ID**

10-07-029-001-37

**Platte**

Township 27 North,  
Range 14 West

**GPS Location**

44.967637, -85.664528



# Check for Related Requests

*Requests are limited to 1 address*

**Address of Requested Site:**  
122 Davenport

**City:**  
|

**State:**

**Zip Code:**

**Select County:\***  
--Please Choose--

*If your request does not pertain to a specific county, select N/A*

☐ If you are a consultant please click here

**Public Records Archive** [search](#)

122 Davenport Avenue, Saginaw, Saginaw County (facility ID: 73000518) [↗](#)

122 East Main Street, ICIS, NPDES permit information [↗](#)

Facility ID 50001110, UST. Asking for most recent analytical results, most recent FAR, or LUST closure report [↗](#)

Any Part 201/Part 213 records/documents (BEAs/Closure Reports) or any other records related to environmental... [↗](#)

A25-1715.00 HEART OF HOWELL LLC RCRA EPA ID: MIK187966080 [↗](#)

I am conducting a Phase I Environmental Assessment on the following property, and am requesting information... [↗](#)

**Related Information** ↓

# Whova Poll

---

**How would you interpret this FOIA request: “I would like any and all records pertaining to ABC Avenue, particularly the most recent records.”**

- a) Records for ABC Avenue for the past 6 months
- b) Records for ABC Avenue for the past 1 year
- c) All records for ABC Avenue
- d) I’m not sure

# Writing a Clear Request



Be specific

Storage tank, hazardous waste, or environmental records for the site



Choose Keywords Carefully

... containing the keywords “IP” or “Intellectual Property” or “Patent”



Avoid “including” as a qualifier

All records for ABC Ave., including public comments and complaints



Understand “any and all”

Any and all operator certifications, especially those issued in 2025



Skip statutory recitation

... within 5 business days after the public body receives the request ...



- Only Consultants
- Targeted Program Area
- Description **MUST** match checkboxes

# Checkboxes

**Describe the Record(s) Requested:\***

I would like the BEA

*Requests are limited to 1 address*

**Address of Requested Site:**

ABC Avenue

**City:**

Grand Rapids

**State:**

MI

**Zip Code:**

49508

**Select County:\***

Kent

*If your request does not pertain to a specific county, select N/A*

☐ If you are a consultant please click here

**Preferred Method to Receive Records:\***

☒ Electronic via Request Center

|               |                                                  |
|---------------|--------------------------------------------------|
| <b>AQD:</b>   | Air Quality Division                             |
| <b>DWEHD:</b> | Drinking Water and Environmental Health Division |
| <b>GRMD:</b>  | Geological Resources Management Division         |
| <b>MMD:</b>   | Materials Management Division                    |
| <b>RRD:</b>   | Remediation and Redevelopment Division           |
| <b>WRD:</b>   | Water Resources Division                         |
| <b>ESD:</b>   | Environmental Support Division                   |

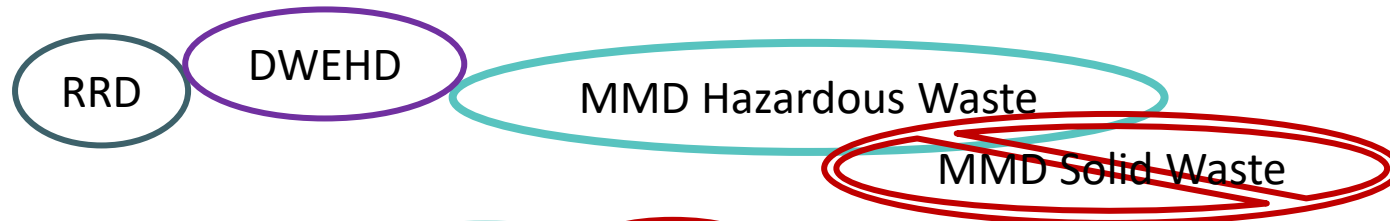


# EGLE Divisions

## What Program or Division do you want to request FOIA records from?:

- |                                                                                                           |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> AQD                                                                              | <input type="checkbox"/> RRD Brownfield                                                                   |
| <input type="checkbox"/> DWEHD Non-community Water Supply                                                 | <input type="checkbox"/> RRD Compliance and Enforcement (Most records may be duplicative or confidential) |
| <input type="checkbox"/> DWEHD Public Water Supply/Drinking Water                                         | <input type="checkbox"/> RRD Environmental Remediation (Part 201)                                         |
| <input type="checkbox"/> GRMD (Section, Township, Range Required)                                         | <input type="checkbox"/> RRD Leaking UST (Part 213)                                                       |
| <input type="checkbox"/> MMD Compliance and Enforcement (Most records may be duplicative or confidential) | <input type="checkbox"/> RRD Superfund                                                                    |
| <input type="checkbox"/> MMD Hazardous Waste                                                              | <input type="checkbox"/> WRD Groundwater                                                                  |
| <input type="checkbox"/> MMD Medical Waste                                                                | <input type="checkbox"/> WRD Storm Water                                                                  |
| <input type="checkbox"/> MMD Radiological Protection                                                      | <input type="checkbox"/> WRD Water Permits                                                                |
| <input type="checkbox"/> MMD Solid Waste/Scrap Tires                                                      | <input type="checkbox"/> WRD Wetlands                                                                     |
| <input type="checkbox"/> RRD BEA                                                                          | <input type="checkbox"/> ESD Pollution Emergency Alerting System (PEAS)                                   |

# Checkboxes- What not to do



Describe the Record(s) Requested: I would like to receive all DWEHD, RRD, MMD-Hazardous Waste, and MMD-Solid Waste records pertaining to the property located at 715 N Lapeer Rd  
ID: 10000407373  
ID: MIR000001727

Address of Requested Site: 715 N Lapeer Rd

City: Oxford

State: MI

Zip Code: 48371

Select County: Oakland *If your request does not pertain to a specific county, select N/A*

If you are a consultant please click here]

What Program or Division do you want to request FOIA records from?: ☒ AOD ☒ DWEHD Non-community Water Supply ☒ MMD Hazardous Waste ☒ RRD BEA ☒ RRD Brownfield ☒ RRD Compliance and Enforcement (Most records may be duplicative or confidential) ☒ RRD Environmental Remediation (Part 201) ☒ RRD Leaking UST (Part 213) ☒ RRD Superfund ☒ WRD Groundwater

Preferred Method to Receive Records: Electronic via Request Center

DWEHD Non-community Water Supply

RRD BEA, RRD Brownfield, RRD Compliance and Enforcement, RRD

~~AOD~~

Environmental Remediation (Part 201), RRD Leaking UST (Part 213), RRD Superfund, WRD Groundwater, DWEHD Public Water Supply/Drinking Water

# Checkboxes- What to do

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Specific Timeframe

Address only listed once

Describe the Record(s)  
Requested:

Please provide all records from October 2025 to present.

Address of Requested Site:

1060 Judson Road

City:

Norton Shores

State:

MI

Zip Code:

49456

Select County:

Muskegon

*If your request does not pertain to a specific county, select N/A*

*If you are a consultant please click here*

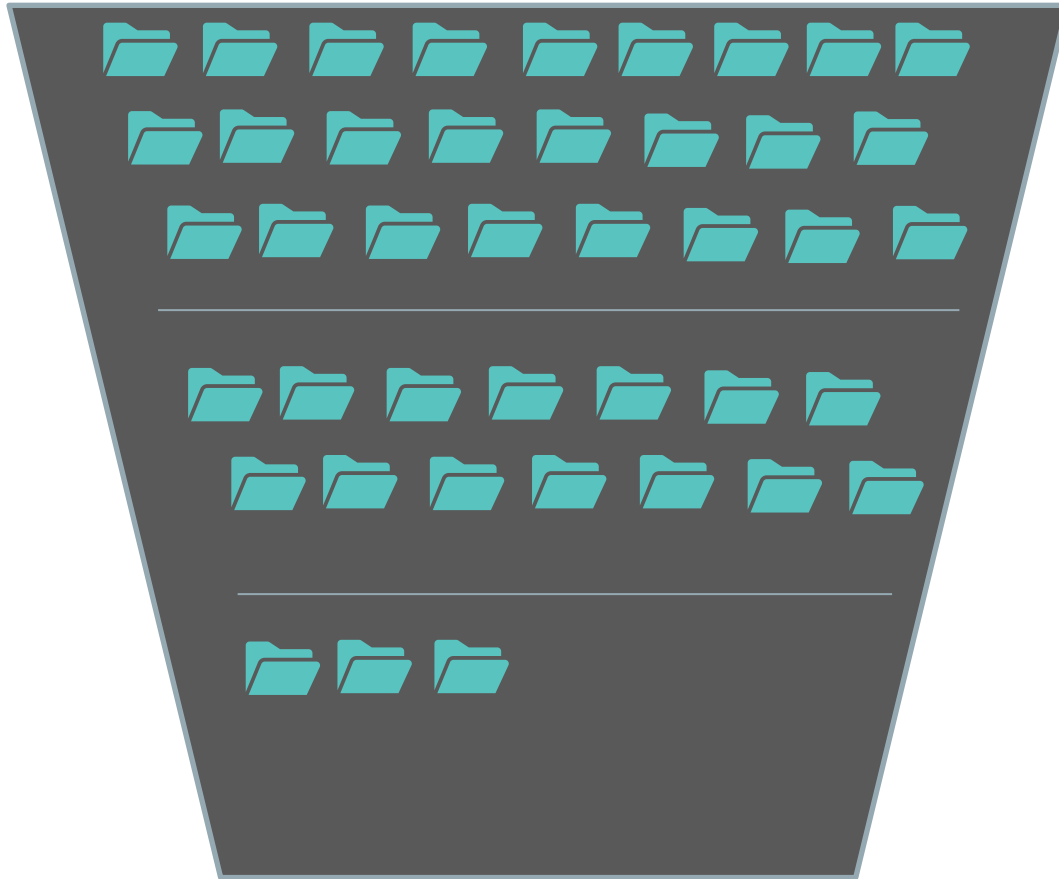
What Program or Division do you  
want to request FOIA records  
from?:

MMD Compliance and Enforcement (Most records may be duplicative or confidential)| MMD Hazardous Waste| MMD Medical Waste| MMD Radiological Protection| MMD Solid Waste/Scrap Tires| RRD BEA| RRD  
Brownfield| RRD Compliance and Enforcement (Most records may be duplicative or confidential)| RRD Environmental Remediation (Part 201)| RRD Leaking UST (Part 213)| RRD Superfund| WRD Groundwater| WRD  
Storm Water| WRD Water Permits| WRD Wetlands|

Preferred Method to Receive  
Records:

Electronic via Request Center

# Recap: Word Choice Matters in FOIA



The complete file for 123 Green Street

Any violations or enforcement activities for 123 Green Street

The January 2024 inspection report for 123 Green Street and any violation notice citing that report

# Questions?

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[EGLE-FOIA@michigan.gov](mailto:EGLE-FOIA@michigan.gov)