PROCEDURE MANUAL
14-06

MICHIGAN STATE POLICE

# FOIA Application Branch User Guide

**Purpose:** The FOIA Application Branch User Guide provides education and instruction to members on the completion of branch tasks issued by the Records Resource Section to MSP worksites.

**Effective Date:** October 22, 2025

# FOIA APPLICATION

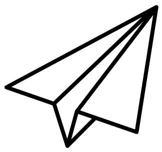
## Branch User Guide

**October 2025**

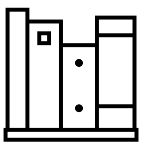
Prepared By :

**Records Resource Section**

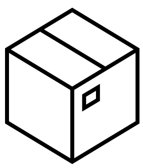
The Records Resource Section (RRS) provides three core services to the members of the Michigan State Police (MSP) and the citizens we serve.



**Records Production**
The RRS houses the MSP Freedom of Information Act (FOIA) Coordinator and is responsible for accepting, processing, and responding to all public records requests. The RRS also responds to requests for MSP records received from non-MSP law enforcement agencies and government entities. Lastly, the RRS produces records in response to civil, third-party subpoenas served on the department.



**Records Management**
The RRS houses the MSP Records Management Officer (RMO) and is responsible for the maintenance of all MSP records retention & disposal schedules. In coordination with a network of Records Management Liaisons (RMLs) across the MSP, the RRS provides education and support for the retention & disposal of all MSP records.



**Records Storage & Preservation**
The RRS partners with the Department of Technology, Management and Budget (DTMB) Records Management Services (RMS) team and the Archives of Michigan (Archives) to provide secure, legally compliant storage of records with long-term retention and coordinates the transfer of records with archival value to the Archives.

The **MSP FOIA Application Branch User Guide** provides education and instruction on the completion of branch tasks issued by the RRS to MSP worksites. Consistent, efficient, and accurate completion of all branch tasks ensures our ability to fulfill MSP's commitment to transparency, cooperation with law enforcement partners, and compliance with our statutory obligations under the FOIA and Michigan Court Rules (MCR).

Each branch task is unique, and not all branch tasks require the same response. It's important to understand the branch task process and know where to look for the information you need to respond accurately and efficiently. This user guide will provide background on the branch task process and step-by-step directions to assist you in completing branch tasks. Thank you for your assistance with the completion of these critical branch tasks and for partnering with us to ensure transparency.

If you need to make changes to your workgroup including adding or removing users, please email MSP-FOIA-Application@michigan.gov.

The RRS team stands ready to assist you and your worksite. Contact RRS directly at MSPRecords@michigan.gov or 517-241-1934.

# What is a Branch Task

Branch tasks are issued to accomplish one or more of the following tasks:

### GATHER RESPONSIVE RECORDS

The RRS has direct access to several databases and applications including WatchGuard Evidence Library, eAICS, Iyetek Administrative Portal, and Digital Crime Scene Repository. The RRS team will always pull the records they need from these centralized databases whenever possible.

The RRS relies on our network of branch users across the state to gather records not stored or accessible centrally. This includes, but is not limited to, external documents in the Master File, records in property, trooper notes, texts, emails, and records held exclusively at worksites. The RRS team understands that requests with a voluminous number of responsive records can take a significant amount of time and effort to complete. The user guide provides instruction on the processing of voluminous requests.

### ADDRESS CONCERNS WITH DISCLOSURE

The RRS understands that records involving open and ongoing investigations may be requested. The RRS has several options available to protect information for a variety of reasons including interference with an ongoing investigation.

The RRS relies on our network of branch users across the state to connect our assistant FOIA coordinators with the investigators and subject matter experts to discuss concerns. The team of disclosure experts in RRS will find the appropriate response to each unique situation and work collaboratively with any interested investigator, subject matter expert, or interested third party (prosecutor, federal partners, crime victim advocate, or other law enforcement agency). Communication between the worksite and the RRS is vital to protecting investigative integrity.

### OBTAIN UPDATES ON THE STATUS OF REPORT REVIEW

The definition of a public record is “a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.” The definition of a record requires the RRS to gather and review anything responsive to a request. The RRS teams understands that records may not be “reviewed” or in “final” draft; however, that does not preclude them from review by the RRS and potential disclosure.

The RRS relies on our network of branch users across the state to assist in notifying record creators & reviewers of a request for a record that is pending finalization or review. Record creators & reviewers should immediately contact the RRS in the event a record cannot be reviewed within three business days.

# Branch Task Processing

## Notification of a Branch Task

When a branch task is generated, all users assigned to the workgroup will receive the same notification email to their email address. To ensure the RRS continues to fulfill its statutory obligation to respond timely, it's important that users promptly address all branch tasks. Branch tasks are due by the end of the third business day; however, in the event additional time is necessary, branch users are advised to communicate with the RRS team members.

## Accessing the FOIA Application

The FOIA application is accessed through the Michigan Criminal Justice Information Network (MiCJIN) portal. For the best user experience, utilize the Google Chrome browser. For issues accessing the MiCJIN portal, please contact the MiCJIN Help Desk at 1-877-264-2546.

Once logged into the MiCJIN portal, the FOIA application is accessed by clicking on the application tile. The tile, shown to the right, includes an American flag. It has the words "Freedom of Information Act" in an oval over the flag and the words "FOIA REQUESTS" at the bottom of the tile.


If the FOIA application tile does not appear in your MiCJIN portal, please email the Records Resource Section at MSP-FOIA-Application@michigan.gov for assistance.

## Locating the Branch Task

Once the FOIA application is launched, your dashboard will be displayed. Pending branch task(s) assigned to your workgroup(s) will appear under the Dashboard heading. The dashboard will display the following data:

- CR #: Unique request identification number assigned to each request.
- Request Type: Type of request received.
  - FOIA: Request from the public made under the FOIA.
  - Subpoena: Demand to produce records pursuant to MCR.
  - Interdepartmental: Request for records from a government or law enforcement entity for official government business.
- Workflow Step: Identifies requests seeking specific records (labeled as 'Documents Requested') and requests seeking any and all records related to an incident or subject (labeled as 'Documents Requested – Any or All').
- Due Date: The date on which a response to the branch task is due.
- Assigned To: Identifies the workgroup to which the task has been assigned. This field is useful for branch users who respond to branch tasks for more than one workgroup.

Select the request number (CR) under the CR # heading to complete the open the request.

## Reviewing the Branch Task

Once the request number is selected, the request overview screen will be displayed. The overview screen will display the following cards containing data fields relevant to the branch task:

- Request: Displays the type of request and the records being requested. Fields relevant to the branch task process include:
    - “Request Type” displays the type of request.
    - “Sensitive Request” indicates the request is from a media outlet or the records requested are likely to generate media inquiry.
    - “Requested Information Type” summarizes the categories of records being requested. Categories include “Criminal History”, “UD10 Traffic”, “Incident Report”, “Photos”, and “Other Requested Information”. Please note, this is not an exhaustive list of requested materials.
    - “Other Requested Type” is a text field which may contain additional information about the requested records.
    - “Incident Numbers” displays any responsive incident numbers known by the RRS. If an incident number does not exist or is unknown, this field will be blank.
    - “Any/All Records” indicates the request is for any and all records related to the incident or subject.
- Report Information: Displays any additional details provided by the requestor to assist in locating responsive records. Depending on the wording of the request, this card may have no data, limited data, or a voluminous amount of data.
- Open Workflow Items: Displays any open workflow items associated with the request. Please note, not all workflow items are relevant to the branch task process.
- Request Documents: This card is where responsive electronic paper records and documents are uploaded.
- Request Media: This card is where responsive digital media records (audio, video, and photographs) are uploaded.

In the menu window on the left-hand side of the overview screen, you will find the Comments link. Comments are used to communicate between the assistant FOIA coordinator and the branch user. The assistant FOIA coordinator will detail what action or information is needed in the comments. Branch users should review the information on the overview screen and the comments made by the assistant FOIA coordinator prior to completing the branch task.

## Completing a Branch Task

Once a user has reviewed the branch task and determined which records are responsive and whether assistance is needed with concerns or review status, the user should prepare to complete the branch task. Users will need to be prepared with the following information:

- If the total combined records equal 180 or more pages and/or 180 minutes of audio-visual records, only estimate the total number of pages, the total minutes of audio-visual records, and the time estimated to duplicate the records if needed.
- If the total combined records are less than 180 pages and/or 180 minutes of audio-visual records, duplicate the records and have the records ready to upload.
- The name and contact information of the investigator or interested third party if there are concerns with disclosure of the records, if applicable.
- An update on the status of the review & finalization of any responsive records and the name and contact information of the record creator or reviewer.

Branch users must follow the steps below, in order, to complete a branch task:

1. **Upload Records**: If there are less than 180 pages and/or 180 minutes of audio-visual records, upload the records using the steps below (skip this step if records equal 180 or more pages and/or 180 minutes of audio-visual records):
    a. Select the + symbol in the upper right-hand corner of the respective card.
    b. Drag and drop the record into the gray box or select the Choose File button to use file explorer to select the record. Please note, the application will only accept one file upload at a time and each file name must be unique.
    c. Select the Save button to upload the record.
2. **Enter Comments**: Comments must be made for every task and should include:
    a. Summary of the search conducted.
    b. Estimate of the records (total number of pages and minutes of audio-video).
    c. List of records not available at the worksite and the name of the worksite that retains the records, if known.
    d. Response to any inquiries regarding concerns, if applicable.
    e. Update on the review status of the record, if applicable.
3. **Complete Workflow**: In the Open Workflow Items card, select the workflow item for your workgroup.
    a. If the request is for any and all records, only select the checkboxes for the record types that are being provided or estimated.
    b. Requests not seeking any and all records require branch users to check Documents Gathered and Complete checkbox (regardless of whether documents are provided).
    c. Select the Documents Gathered and Complete button to return the task to the RRS for processing.

## Retention of Responsive Documents

If records are estimated, the worksite must retain the responsive records for sixty (60) calendar days after an estimate is given. This gives the RRS time to prepare the invoice and the requestor enough time to make the deposit payment prior to the statutory deadline. If records are provided to the RRS, the worksite is not required to retain the records for purposes of the FOIA.

Worksites must be aware that responsive records are likely subject to another retention period that must be followed. Records must be reviewed for other applicable retention periods before destruction. For more information regarding retention and disposal of records, please visit the retention and disposal schedule website or contact the RRS at MSPRecords@michigan.gov.

## Additional Information

FOIA requests for MSP records must be accepted by any MSP member or worksite. Pursuant to the FOIA and MSP written directives, FOIA requests received by the worksite must immediately be forwarded to the MSP FOIA Coordinator.

A DIR-101 Request for Public Records form is available for use by a requesting person but is not required to submit a FOIA request. Worksites are encouraged to have copies of the DIR-101 available and must be provided to a requesting person upon request.

For more information about the Michigan FOIA refer to the Michigan Department of Attorney General FOIA Handbook.

Members receiving subpoenas regarding criminal proceedings must comply with Official Order 18-23. Members receiving subpoenas regarding civil proceedings when the department or member is not a party must comply with Official Order 18-22.

## Public Contact Information for the Records Resource Section

Email: MSPRecords@michigan.gov

Telephone: 517-241-1934

Facsimile: 517-241-1935

Mailing Address:
Michigan State Police
Records Resource Section
P.O. Box 30634
Lansing, Michigan 48909