

# How do I submit a FOIA request to BCCMHA?

- A request must sufficiently describe a public record to enable BCCMHA to find it.
- Please include the words “FOIA” or “FOIA Request” in the request to assist BCCMHA in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by BCCMHA may be submitted on the BCCMHA’s FOIA Request Form or in any other form of writing (letter, fax, email, etc.).
- No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on BCCMHA’s website at [www.barrycountyrecovery.com](http://www.barrycountyrecovery.com) and at the BCCMHA’s Office, 500 Barfield Drive, Hastings MI 49058. The request must include the full name and address of the requestor.
- Written requests may be delivered to the BCCMHA Office in person or by mail: Attn: Melody Rodgers, FOIA Coordinator, BCCMHA, 500 Barfield Drive, Hastings MI 49058.
- Requests may be faxed to (269) 948-9319. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
- Requests may be emailed to: [foiarequest@bccmha.org](mailto:foiarequest@bccmha.org). To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

5/22/19