

# Michigan FOIA + OMA Compliance Calendar.

Every recurring statutory deadline.

2026 EDITION

A free reference for Michigan local government — clerks, supervisors, trustees, and the new staff member who started on Monday. Every recurring deadline imposed by FOIA, the Open Meetings Act, and Michigan's general records-retention schedule. Pin it above your desk; hand it to a new trustee; use it as a fact-check before a council meeting.

**5**

BUSINESS DAYS

FOIA standard response

**18**

HOURS

OMA special-meeting notice

**8**

BUSINESS DAYS

OMA approved-minutes window

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### HOW TO READ

Each entry shows the statutory window or trigger, the citation, and a plain-language explanation. Triggers like "5 business days" are rolling — they begin from the receipt or event indicated. Calendar dates (like "July 1") reflect conventional fiscal-year practice rather than statutory mandates and are noted as such.

# The seven deadlines you reach for most.

Print this page. Pin it above your desk. Tear it out and give it to the new clerk on day one.

## FOIA · STANDARD

# 5

BUSINESS DAYS

Response window from receipt of the request.

MCL 15.235(2)

## FOIA · EXTENSION

# 10

BUSINESS DAYS

One-time extension allowed per request with written justification.

MCL 15.235(2)(d)

## OMA · 18-HOUR RULE

# 18

HOURS

Public notice required before any special meeting begins.

MCL 15.265(4)

## OMA · MINUTES WINDOW

# 8

BUSINESS DAYS

Approved minutes available for public inspection after meeting.

MCL 15.269(3)

## OMA · ANNUAL POSTING

# 10

DAYS

Schedule of regular meetings, after the first meeting of the year.

MCL 15.265(2)

## FOIA · APPEAL WINDOW

# 180

DAYS

Requester window to file a written appeal after denial.

MCL 15.240(1)(a)

## RETENTION · GOVERNANCE

# Permanent

NEVER DESTROYED

MI General Schedule · DTMB

Meeting minutes, ordinances, resolutions, and final policy adoptions retained permanently. Closed-session minutes follow the same rule but are stored separately.

For dynamic deadline tracking on your actual records and meetings, see Dekree at [dekre.ai](https://dekre.ai). Every deadline on this page is calculated automatically inside the product, holiday-aware, with audit-grade trail.

SECTION 01 · MCL 15.231 — 15.246

## FOIA · Freedom of Information Act

The FOIA gives the public a right of access to most records held by Michigan public bodies. Windows are statutory; silence equals denial.

**5**

BUSINESS DAYS

*from receipt*

**MCL 15.235(2)**

Standard response window. Grant, deny, or extend within five business days of receipt.

**10**

BUSINESS DAYS

*one per request*

**MCL 15.235(2)(d)**

Extension window. Available once per request with a written justification cited.

**10**

BUSINESS DAYS

*after appeal received*

**MCL 15.240(2)**

Window for the head of the public body to respond in writing to a FOIA appeal.

**180**

DAYS

*after the denial*

**MCL 15.240(1)(a)**

Window for the requester to file a written appeal of a denial. Must contain the word "appeal."

**180**

DAYS

*after appeal denial*

**MCL 15.240(1)(b)**

Window to commence judicial review in Circuit Court. Attorney's fees recoverable on success.

**50%**

GOOD-FAITH DE-  
POSIT

*fee over \$50*

**MCL 15.234(8)**

Maximum deposit before processing, when fee estimate exceeds \$50 with unpaid prior fees.

SECTION 02 · MCL 15.261 — 15.275

**OMA** · Open Meetings Act

The OMA requires meetings of public bodies to be open and noticed. The AG's OMA Handbook is the authoritative interpretive guide.

**18**

HOURS

*before special meeting*

**MCL 15.265(4)**

Public notice required before any special meeting. Posted at principal office and required locations.

**10**

DAYS

*after first meeting*

**MCL 15.265(2)**

Annual schedule of regular meetings. Posted after the first meeting of the year with dates, times, locations.

**8**

BUSINESS DAYS

*after approval*

**MCL 15.269(3)**

Approved minutes available for public inspection after the meeting at which they are approved.

**2**

BUSINESS DAYS

*after schedule change*

**MCL 15.265(5)**

Notice of a rescheduled regular meeting, posted at the principal office.

**2/3**

ROLL-CALL VOTE

*closed session*

**MCL 15.267(1)**

Required vote to enter closed session. Must cite a permitted purpose under MCL 15.268.

**60**

DAYS

*after violation*

**MCL 15.271**

Window for a civil suit alleging an OMA violation. Costs and attorney's fees recoverable on success.

SECTION 03 · MICHIGAN GENERAL SCHEDULE

## Retention · Records retention

Michigan retention schedules are issued by DTMB Records Management Services. The General Schedule applies across most local government.

### Perm.

NEVER DESTROYED

*governance records*

#### MI General Schedule

Minutes, ordinances, resolutions, final policy adoptions. Closed-session minutes stored separately.

### 7

YEARS

*after final action*

#### MI General Schedule

FOIA request files, fee records, appeals, redaction history. Retained 7 years after final action.

### 6

YEARS

*after contract ends*

#### MI General Schedule

Vendor contracts, procurement records, bid documentation. Capital projects may have longer retention.

### Annual

REVIEW

*fiscal year start*

#### Local policy

Most bodies open a destruction review at fiscal-year start. Records under legal hold are excluded.

# Where every citation comes from.

Every deadline in this booklet traces to a primary source — a Michigan statute, an Attorney General publication, or a state retention schedule. Links below resolve to the canonical version of each.

## PRIMARY STATUTES

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### § Michigan Freedom of Information Act

Public Act 442 of 1976, MCL 15.231 — 15.246. Right of access to records held by Michigan public bodies; response windows, exemptions, fees, judicial review.

[-legislature.mi.gov](https://legislature.mi.gov) · [Act 442 of 1976](#)

### § Michigan Open Meetings Act

Public Act 267 of 1976, MCL 15.261 — 15.275. Open-meeting requirement, public notice rules, closed-session purposes, minutes content.

[-legislature.mi.gov](https://legislature.mi.gov) · [Act 267 of 1976](#)

## ATTORNEY GENERAL PUBLICATIONS

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### § Open Meetings Act Handbook

Michigan Department of Attorney General. Authoritative interpretive guide to OMA, reissued periodically to reflect court decisions and amendments.

[-michigan.gov/ag](https://michigan.gov/ag) · [search 'OMA Handbook'](#)

## RECORDS RETENTION

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### § Michigan General Schedule for Local Government

Issued by Department of Technology, Management & Budget (DTMB) Records Management. Retention windows common to townships, cities, villages, and counties.

[-michigan.gov/dtmb](https://michigan.gov/dtmb) · [Records Management](#)

# The peer network behind the practice.

Three associations carry most of the day-to-day practice guidance for Michigan local government. Membership in at least one is the standard baseline for any clerk responsible for FOIA or OMA compliance.

## PROFESSIONAL ASSOCIATIONS

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### § Michigan Association of Municipal Clerks (MAMC)

Professional association for Michigan municipal clerks. Continuing education, certification programs, annual Summer Conference. The most reliable peer network for FOIA + OMA practice questions.

[-michiganclerks.org](https://michiganclerks.org)

### § Michigan Townships Association (MTA)

Statewide association for Michigan's 1,240 townships. Publishes guidance and sample forms (including the widely-adopted FOIA template) and runs a legal hotline for members.

[-michigantownships.org](https://michigantownships.org)

### § Michigan Municipal League (MML)

Association serving Michigan's cities and villages. Publishes legal updates, training materials, and an active legal hotline. Affiliated insurance pool for member orgs.

[-mml.org](https://mml.org)

## SUPPLEMENTARY GUIDANCE

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### § Library of Michigan — Records Management

State Archives and the Records Management section of the Library of Michigan publish detailed retention schedules by record type. Authoritative reference when the General Schedule isn't specific enough.

[-michigan.gov/libraryofmichigan](https://michigan.gov/libraryofmichigan)

### § Michigan Press Association — FOIA Hotline

Free FOIA assistance for journalists and members of the public. Useful cross-reference for clerks who want to understand how requests will be evaluated by the press community.

[-michiganpress.org](https://michiganpress.org)

# This calendar is a reference. Dekree is the system that runs it.

Dekree is a compliance operating system built specifically for Michigan local government. It applies every deadline in this booklet to your real records and meetings, drafts the responses with current MCL citations, calculates statutory windows holiday-aware, and gives you an audit-grade trail of every action.

Built and run from Kalamazoo. Pricing posted publicly: \$49 / \$149 / \$299 per month, billed annually. Below most townships' discretionary spending limit. No board meeting required to start the trial.

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**Watch the 2-min demo** [dekree.ai/watch](https://dekree.ai/watch)

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**All resources** [dekree.ai/resources](https://dekree.ai/resources)

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This calendar is provided as a reference and is not legal advice. Consult your attorney for case-specific guidance. Statutory citations and links are current as of 2026 publication; statutes are amended periodically — verify against [legislature.mi.gov](https://legislature.mi.gov) for the most current text. Dekree is a product of Warrior Web Co LLC, Kalamazoo, Michigan.