



LAW DEPARTMENT

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June 9, 2023

MuckRock News
Dept MR 119394
411A Highland Ave.
Somerville, MA 02144-2516

Sent Via Email: 119394-84841426@requests.muckrock.com

**RE: Freedom of Information Act Request No. A22-01379, dated January 19, 2022
Concerning City of Detroit Records Pertaining to HR Handbook 2**

Dear Madam/Sir:

This letter serves as the City of Detroit's response to the above-referenced matter. This response is being sent electronically. Your request was received at the City of Detroit Law Department Freedom of Information Act Section, on February 1, 2022. Thank you for your patience with this matter.

Your request seeks:

Pursuant to the Michigan Freedom of Information Act, I hereby request the following records:

A copy of any employee handbooks, workplace policy manuals, onboarding guides, and other documents and policy books provided to new employees as part of a "new hire" program that are maintained by this agency. If orientation materials are provided digitally to new employees, please provide digital copies of these materials.

You may limit this request to materials that are currently provided to new employees.

Your request was sent to the City of Detroit Human Resources Department ("Human Resources") to conduct a search for the requested records. Human Resources submitted the below referenced records to the Law Department and after review by the Law Department, your request is granted. The record consists of thirty-three (33) pages of documents. Enclosed, please find one (1) copy of the record. Because this response is being sent electronically, no copying costs have been assessed.

When contacting our office regarding this request, please include the request number listed in the subject line above. For your information, please note that a public summary of the City of Detroit Freedom of Information Act procedures and guidelines are at www.detroitmi.gov and specifically at <https://detroitmi.gov/document/foia-procedures-and-guidelines> and <https://detroitmi.gov/how-do-i/request-document/foia-freedom-information-act-request>.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Ivars Steins", followed by a stylized monogram or flourish.

Ivars Steins Esq.
Assistant Corporation Counsel
FOIA Section
City of Detroit Law Department
steinsi@detroitmi.gov

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