

Kalamazoo County Administrative Policy: Freedom of Information Act (FOIA)

Adopted: June 1, 2004
Effective: August 1, 2004

I. POLICY

1. **Policy:** The County of Kalamazoo will ensure that all persons are granted full and complete information regarding the affairs of the County as provided by the Michigan Freedom of Information Act (FOIA).

II. PRINCIPLES

1. **Statutory References:** The Board of Commissioners may establish a policy for implementation of the FOIA pursuant to MCLA 15.231 et seq. (Public Act 442 of 1976) and in accordance with its general power under MCLA 46.11(m) (Public Act 156 of 1851) to establish rules and regulations in reference to the management of the interest and business concerns of the County.
2. **Operational Guidelines – General:**
 - a. **Coordinator:** In accordance with the FOIA, the County Administrator shall be designated Kalamazoo County FOIA Coordinator. In accordance with the FOIA, the County Administrator may designate Kalamazoo County officers, officials or employees, and any other he/she deems appropriate, to be trained and to serve as FOIA Coordinators.
 - b. **Procedures:** The FOIA Coordinator designated by the County Administrator shall act in accordance with the Freedom of Information Act and the procedures adopted pursuant to this Policy, and shall use FOIA response forms and amendments thereto provided by the County Administrator.
3. **Fees:** The County shall charge fees for public records in accordance with MCLA 15.234 and the procedures adopted pursuant to this Policy.
4. **Periodic Review:** The County Administrator will review this Policy at least every two years or following amendments to the FOIA, whichever occurs first, and will make recommendations for changes to the Board of Commissioners.