



**KALAMAZOO  
COUNTY GOVERNMENT**

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**FREEDOM OF  
INFORMATION ACT  
POLICY**



# KALAMAZOO COUNTY GOVERNMENT

## FREEDOM OF INFORMATION ACT POLICY

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### 1.01 – Policy

Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004
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Kalamazoo County Government will ensure that all persons are granted full and complete information regarding the affairs of the County as provided in the Michigan Freedom of Information Act (FOIA).

### 1.02 – Statutory References

Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004
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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.

### 1.03 – Operational Guidelines – Coordinator

Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004
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In accordance with the FOIA, the County Administrator/Controller shall be designated the Kalamazoo County FOIA Coordinator. The County Administrator/Controller may designate Kalamazoo County officers, officials or employees, and any other persons he or she deems appropriate, to be trained and to serve as FOIA Coordinators.

### 1.04 – Operational Guidelines – Procedures

Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004
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All FOIA Coordinators designated by the County Administrator/Controller 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 to them by the County Corporation Counsel.



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<b>1.05 – Fees</b>					
Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004

The County shall charge fees for public records in accordance with MCLA 15.234 and the procedures adopted pursuant to this Policy.

<b>1.06 – Implementation Authority</b>					
Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004

Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator/Controller to establish any procedures that may be necessary for implementation.

<b>1.07 – Periodic Review</b>					
Approved by BOC on:	7/17/2018	Effective Date:	7/18/2018	Supersedes:	6/1/2004

The County Administrator/Controller will review this Policy from time to time as deemed by the Administrator/Controller to be necessary and appropriate, and will make recommendations for changes as warranted.