

KALAMAZOO COUNTY GOVERNMENT

**FREEDOM OF
INFORMATION ACT POLICY**



In the Pursuit of Extraordinary Governance...

KALAMAZOO COUNTY OFFICE OF THE ADMINISTRATOR

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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

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

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

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

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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1.05					
Fees					
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.

1.06					
Implementation Authority					
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.

1.07					
Periodic Review					
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.