

TITTABAWASSEE TOWNSHIP

FREEDOM OF INFORMATION GUIDELINE POLICY

Now, Therefore, be it resolved that the Tittabawassee Township Board of Trustees hereby establishes the following pursuant to the Freedom of Information Act:

1. FOIA Coordinator – The Township Manager in the designated FOIA Coordinator for all Township FOIA Requests. The Township Manager is authorized to designate an assistant(s) to respond to FOIA requests.
2. Procedures and Guidelines and Public Summary – The Township Board adopts the FOIA Procedures and Guidelines, and Public Summary attached to this Resolution as the general procedures and guidelines to be followed for all Township FOIA requests.
 - a. Both the Procedures and Guidelines and Public Summary shall be available for viewing on the Township website at www.tittabawassee.org. Copies of these documents are available free-of-charge at the office of the Township Clerk.
 - b. Procedures and Guidelines and Public Summaries shall be amended, as necessary by the Township Board in accordance with the Michigan Freedom of Information Act.
 - c. FOIA Forms – The Township Board adopts the attached FOIA forms to be utilized in connection with FOIA requests made to the Township:
 - i. Request for Public Records Form
 - ii. Waiver of Fee Form
 - iii. FOIA Extension Form
 - iv. Detailed Cost Itemization Form
 - v. Notice of Denial of FOIA Request Form
 - vi. FOIA Appeal Form – Denial of Records
 - vii. FOIA Appeal Form – Excessive Fee
 - viii. FOIA Appeal Extension Form
 - ix. FOIA Appeal Determination – Denial of Records
 - x. FOIA Appeal Determination – Excessive Fee
 - xi. Certification Form
 - d. Form Availability – The FOIA forms shall be available for viewing on the

Township website at www.tittabawassee.org. Copies of FOIA forms to be utilized by the public shall be available free-of-charge at the office of the Township Clerk.

- e. Form Amendment – The FOIA forms shall be amended as necessary by the FOIA Coordinator in accordance with the Michigan Freedom of Information Act, as amended.
- f. Appeals – Appeals of both denials and excessive fees may be made to the Township Board. Appeals must be in writing and must contain the word “Appeal” along with the reasons for the appeal.
- g. Record Retention – All FOIA requests, responses, and records shall be retained by the FOIA Coordinator for a minimum of one year.

Adopted: December 14, 2021

Effective: January 1, 2022