

**Administrative Policy – Freedom of Information Act**

**I. POLICY**

1. **Policy:** The County of Kent 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. **County Legislative or Historical References:** None appropriate.
3. **Operational Guidelines – General:**
  - 3.a. **Coordinator:** In accordance with the FOIA, the County Administrator/ Controller shall be designated Kent County FOIA Coordinator. The County Administrator/Controller may designate Kent County officers, officials or employees, and any other he/she deems appropriate, to be trained and to serve as FOIA Coordinators.
  - 3.b. **Procedures:** 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 County Corporate Counsel.
4. **Fees:** The County shall charge fees for public records in accordance with MCLA 15.234 and the procedures adopted pursuant to this Policy.
5. **Operational Guidelines - Additional:** None appropriate.
6. **Exceptions:** None appropriate.

7. **Implementation Authority:** Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator/Controller to establish any procedures that may be necessary for implementation.
8. **Periodic Review:** The County Administrator/Controller 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 Legislative and Human Resources Committee.