



County of Kent

ADMINISTRATION 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 MCL 15.231 et seq. (Public Act 442 of 1976) and in accordance with its general power under MCL 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 **County Legislative or Historical References:** N/A
3. **Operational Guidelines - General:**
 - 3.a. **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. In accordance with FOIA, the County Administrator/Controller designates the Corporate Counsel's Office as the FOIA Coordinator for all departments, elected offices and the Board of Commissioners, and Assistant Corporate Counsel is designated as the FOIA Coordinator. Each County Department and Offices run by an elected official may appoint their own FOIA Coordinators and Assistants.
 - 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's Office.
4. **Fees:** The County shall charge fees for public records in accordance with MCL 15.234 and the procedures adopted pursuant to this Policy.
5. **Operational Guidelines - Additional:** N/A
6. **Exceptions:** N/A

7. **Implementation Authority:** Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator/Controller to establish any procedures and guidelines that may be necessary for implementation.
8. **Periodic Review:** The County Administrator/Controller will review this Policy at least every three years or following amendments to the FOIA, whichever occurs first, and will make recommendations for changes to the appropriate Committee.