

Aye: At Ed Wright, John Avey, Kyle Luce, Ann Rosenda
No: Nate

The Supervisor declared the resolution adopted.

James C. [Signature]
(Name), Clerk
for [Signature]

Barton Township NEWAYGO COUNTY, MICHIGAN

9-2022

RESOLUTION ADOPTING TOWNSHIP
FREEDOM OF INFORMATION ACT COORDINATOR RESOLUTION

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq., provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, section 6 of the Act requires that a township shall designate an individual as the public body's Freedom of Information Act Coordinator, who shall be responsible for accepting and processing requests for the township's public records, and for approving a denial under section 5 of the Act;

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. FOIA Coordinator - The Township Clerk is the designated FOIA Coordinator for all

Township FOIA request. The Township Clerk is authorized to designate an assistant(s) in order 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 copies shall be

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 Township:

1. Request for Public Records Form
2. Waiver of Fee Form
3. Detailed Cost Itemized Form
4. FOIA Appeal Form – Denial of Records
5. FOIA Appeal Extension Form

d. Forms Availability - Copies of FOIA form shall be available free-of-charge

at the office of 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.

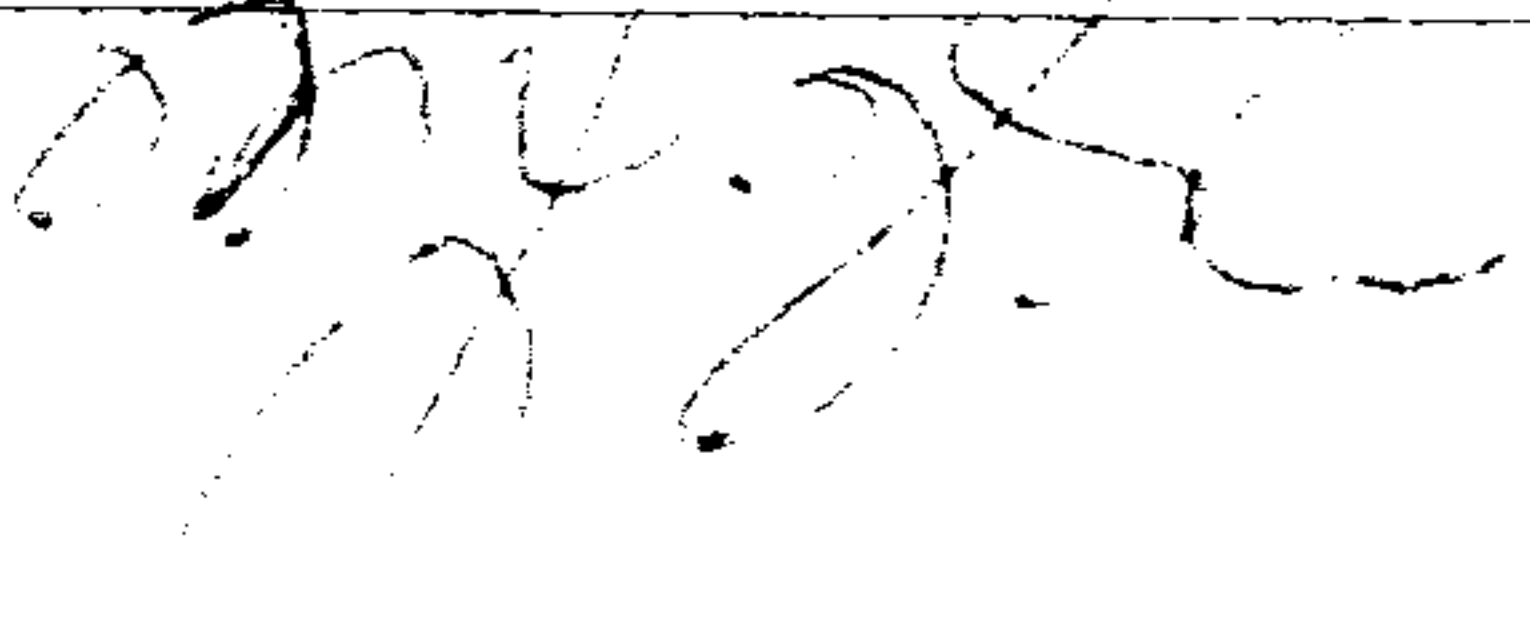
f. Appeals – Appeals may be made to the Township Board. Appeals must be in
writing and must contain the word “Appeal” along with the reason for the appeal.

g. Record Retention – All FOIA request, responses, and records shall be retained
by the FOIA Coordinator for a minimum of (1) one year.

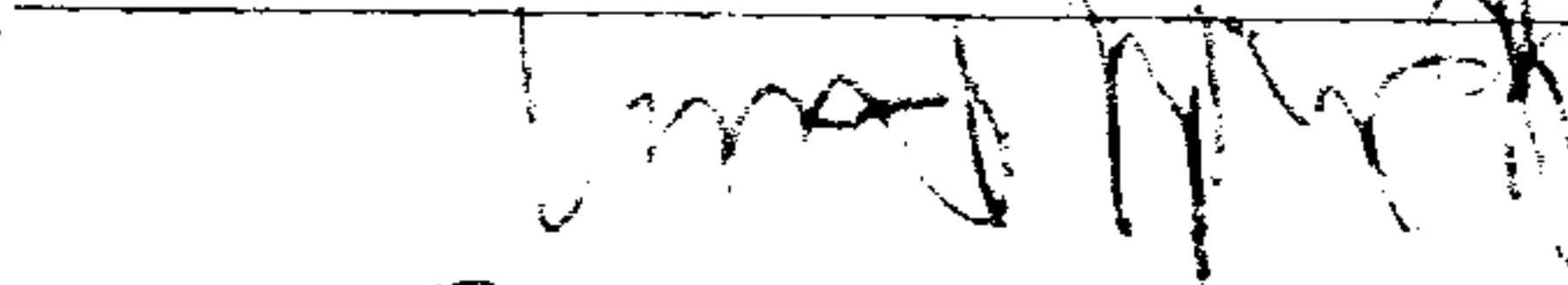
3. All resolutions or parts of resolutions in conflict with this Resolution are hereby
repealed.

4. This Resolution shall take effect October 12th, 2022

Resolution offered by Board Member:



Second offered by Board Member:



Upon roll call vote the following voted:

