

FOIA Policy- Gaines Charter Township

1. Policy

The Charter Township of Gaines will ensure that all persons are granted full and complete information regarding the affairs of the Township as provided by the Michigan Freedom of Information Act (FOIA).

2. Principles

2a. The Board of Trustees of Gaines Charter Township may establish a policy for implementation of the FOIA pursuant to the MCLA 13.231 et seq. and in accordance with its general power under MCLA 46.11(m) to establish rules and regulations in reference to the management and best interest of the Township

3. Operational Guidelines

3a. Coordinator: In accordance with the FOIA, the Gaines Charter Township Clerk will be designated FOIA Coordinator for Gaines Township.

3b. Procedures: All requests made to Gaines Charter Township under the FOIA Act shall be filled in accordance with the FOIA Act and the procedures approved by the Township FOIA Coordinator.

4. Fees: Gaines Charter Township shall charge fees for public records in accordance with the MCLA 15.234 and the procedures approved pursuant to this Policy.

5. Periodic Review: The Gaines Charter Township FOIA Coordinator shall 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 Township Board