

**FOSTER TOWNSHIP
FOIA WRITTEN SUMMARY**

It is the policy of Foster Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), 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 employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Foster Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board, acting pursuant to the authority at MCL 15.236, designates the **Foster Township Clerk** as the **FOIA Coordinator**. She is authorized to designate other Township staff to act on her behalf to accept and process written requests for the Township's public records and approve denials.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the **Township's FOIA Request Form**, in any other form of writing (letter, fax, email, etc.), or by verbal request.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

Adopted: June 9, 2015