

At a meeting of the Township Board of Casco Township, Allegan County, Michigan, held at the Township Hall at 7104 -  $107^{\text{th}}$  Avenue, South Haven, Allegan County, Michigan, on the 27 day of 2015, at 2738 p.m., local time.

PRESENT:	allan Overhiser, Judy Graff, SulVinfor	
	Josiah Jessup, Cheri Brennen	j
ABSENT:	None	

After certain other matters of business were concluded, the Supervisor stated the next order of business was the consideration of Freedom of Information Act ("FOIA") Procedures and Guidelines and the Public Summary. After discussion, the following Resolution was offered by all an Overhise and supported by Judy Graff:

## A RESOLUTION TO ADOPT CASCO TOWNSHIP FOIA PROCEDURES AND GUIDELINES AND THE PUBLIC SUMMARY 2016

WHEREAS, Public Act 563 of 2014 (the "Act"), which amends the FOIA, Public Act 442 of 1976, is effective as of July 1, 2015; and

WHEREAS, the Act will require public bodies to establish specific written procedures and guidelines for FOIA requests; and

WHEREAS, the Township Board has determined to adopt the FOIA Procedures and Guidelines and the Public Summary, attached as Exhibit A, to comply with the requirements of the Act and to provide the public with a written set of procedures governing FOIA requests made to the Township;

NOW, THEREFORE, the Township Board of Trustees resolves as follows:

1. The Casco Township FOIA Procedures and Guidelines and the Public Summary, both attached as Exhibit A, are adopted to be effective July 1, 2015.

2. The Township officials are authorized and directed to make the Casco Township FOIA Procedures and Guidelines and the Public Summary available to the public at the Township offices and on the Township's website as provided in the Act.

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3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded, and any existing policy or guidelines regarding FOIA requests are superseded under this Resolution.

YES: Allan OVERHISER, JOSIAH JESSUP, Lu Winfrey, Judy Graff, Cherfterenne NONE NO:

**RESOLUTION DECLARED ADOPTED.** 

Dated: 6/22/, 2015

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Cherye Brenner Cheryl Brenner, Clerk

Cheryl Breaner, Clerk Casco Township

Casco 106 Resolution to Adopt FOIA Procedures and Guidelines 05062015

## **CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of Casco Township, Allegan County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a meeting of the Township Board held on the лK 22 day of \_\_\_\_\_\_, 2015. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Cheryl Brenner, Clerk

Casco Township

Casco 106 Resolution to Adopt FOIA Procedures and Guidelines 05062015

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