

**LOCKPORT TOWNSHIP
ST. JOSEPH COUNTY, MICHIGAN**

**RESOLUTION ADOPTING TOWNSHIP
FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES**

WHEREAS, the Township Board of Lockport Township (“Township”) deems it appropriate and in the interests of the Township to adopt a FOIA Policy to comply with state law changes to the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended, which amendments are to become effective July 1, 2015.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. FOIA Coordinator – The Township Clerk is the designated FOIA Coordinator for all Township FOIA Requests. 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 shall be available for viewing on the Township website at www.lockporttp.com. Copies of these documents are 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 the Township:

1. Request for Public Records Form
2. Waiver of Fee Form

3. FOIA Extension Form
4. Detailed Cost Itemization Form
5. Notice of Denial of FOIA Request Form
6. FOIA Appeal Form – Denial of Records
7. FOIA Appeal Form – Excessive Fee
8. FOIA Appeal Extension Form
9. FOIA Appeal Determination – Denial of Records
10. FOIA Appeal Determination – Excessive Fee
11. Certification Form

d. Form Availability - The FOIA forms shall be available for viewing on the Township website at www.lockporttp.com. Copies of FOIA forms to be utilized by the public shall be available free-of-charge at the office of the 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 of both denials and excessive fees may be made to the Township Board. Appeals must be in writing and must contain the word “Appeal” along with the reasons for the appeal.

g. Record Retention - All FOIA requests, responses, and records shall be retained by the FOIA Coordinator for a minimum of one year.

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 All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

4. This Resolution shall take effect July 1, 2015.

Motion was made by _____, seconded by _____, to adopt the foregoing Resolution.

Upon roll call vote the following voted “aye”:

Upon roll call vote the following voted “nay”:

The Supervisor declared the motion carried and the resolution duly adopted.

Wayne Timm
Township Clerk

CERTIFICATE

I hereby certify that the foregoing resolution was adopted at a regular meeting of the Lockport Township Board held at the Township Hall on June ____, 2015, that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act of Michigan; that a quorum of the Board was present and voted in favor of the resolution by a roll call vote of said members as hereinbefore set forth; and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

Wayne Timm, Clerk
Lockport Township
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