

## **DORR TOWNSHIP LIBRARY**

### **FREEDOM OF INFORMATION ACT POLICY RESOLUTION**

At a Regular Meeting of the Dorr Township Library Board (“Library Board”) “held on May 11th, 2015, the following Resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. (the “Act”), 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, as a result of amendments to the Act, the Library Board must adopt procedures and guidelines and a written public summary thereof, effective as of July 1, 2015, in order to continue to charge costs and fees for the provision of copies.

NOW, THEREFORE, IT IS RESOLVED that the Library Board approves and adopts the Freedom of Information Procedures & Guidelines (“Procedures & Guidelines”) attached as Exhibit A, effective as of July 1, 2015 and directs the Library Director to post the Procedures & Guidelines on the Library’s website as of July 1, 2015 and to take all other steps required by law in order that the Library may continue to seek reimbursement for its costs in the provision of public records.

BE IT FURTHER RESOLVED that the Library Board hereby approves and adopts the Written Public Summary of the Procedures & Guidelines (“Summary”) attached as Exhibit B effective as of July 1, 2015 and directs the Library Director to post the Summary on the Library’s website as of July 1, 2015.

BE IT FURTHER RESOLVED that as provided in the Procedures & Guidelines, the Library Board designates the Library Director as the Library’s FOIA Coordinator and authorizes the FOIA Coordinator to designate other Library employees to act on his or her behalf in accepting and processing requests for the Library’s public records and in approving a denial under Section 5 of the Act.

BE IT FURTHER RESOLVED that, effective as of July 1, 2015, the Library Board hereby adopts the following fees and charges:

1. Copy fees

(8-1/2” x 11” and 8-1/2” x 14” paper)

\$0.10 per sheet

- 2. Copy fees  
(Other paper sizes) Actual total incremental cost  
per sheet
  
- 3. Non-paper physical media Actual and most  
reasonably economical cost
  
- 4. All other permitted fees and charges permitted by the Act as provided in the Procedures & Guidelines and as reflected in Attachment B (Freedom of Information Act Request Itemized Cost Worksheet) of the Procedures & Guidelines.

BE IT FURTHER RESOLVED that the Library's current FOIA Policy shall remain in effect through June 30, 2015 but is hereby repealed and replaced in its entirety by the Procedures & Guidelines attached as Exhibit A, effective as of July 1, 2015.

BE IT FURTHER RESOLVED that resolutions or portions of resolutions inconsistent with this Resolution are hereby rescinded to the extent of any such conflict.

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED \_\_\_\_\_.

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Secretary of the Dorr Township Library, Allegan County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Dorr Township Library Board at a regular meeting of said Board held on the 11th day of May, 2015, at which meeting a quorum was present and voting. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1967, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
\_\_\_\_\_, Secretary