

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY MICHIGAN

# FREEDOM OF INFORMATION ACT

## Policy & Procedure Guide

Adopted by: Oshtemo Charter Township Board

June 25, 2019

OSHTEMO CHARTER TOWNSHIP

SUMMARY OF OSHTEMO CHARTER TOWNSHIP  
FREEDOM OF INFORMATION ACT  
POLICY & PROCEDURE GUIDE

- ◆ **Purpose of Policy:** To assure compliance with the Michigan Freedom of Information Act.
  
- ◆ **Who to make FOIA request to:** Township Clerk/FOIA Coordinator  
7275 West Main Street, Kalamazoo, MI 49009  
(269) 375-4260  
Email Address: [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)
  
- ◆ **How to submit request:** Use Freedom of Information Request form  
Submit the same in writing  
Describe the documents you are requesting  
Check nature of request being made  
Choice payment option  
Sign the same and submit it as set forth above
  
- How must the Township respond:** Clerk must respond within 5 business days to grant, deny, grant in part, or deny in part.  
Extension of response may be up to 10 business days,  
request deposit
  
- ◆ **Option if denied:** You have a right to appeal any denial.  
Please see Notice of Right to Appeal in Policy & Procedure Guide

Not all records are public records. See Exemption page attached hereto.  
Public Act 442, Section 13, Paragraph 1.

**The Michigan Freedom of Information Act (FOIA)** requires that public bodies grant full and complete access to information regarding the affairs of their operations. This Act provides for public access to certain records; permits certain fees; prescribes the powers and duties of certain public officers; and provides remedies, penalties and repeals to certain acts and parts of acts.

The Freedom of Information Act is designed to implement a strong state policy that all records maintained by government, unless exempted, are to be made available to the public upon request.

As a public body, Oshtemo Charter Township is required to assure that all persons (except those incarcerated in state or local correctional facilities) are entitled to full and complete information if the procedures of the Act are followed. Information covered under the FOIA include business transactions and paperwork maintained, received and generated as part of the governmental unit.

***The purpose of this policy is to:***

- ◆ Assure compliance with the Freedom of Information Act by all Township Departments and Offices as required and permitted by statutes.
- ◆ Formulate a comprehensive policy that will be applicable Township-wide regarding the dissemination of information pursuant to the Freedom of Information Act (MCL.14.231 et. Sec.) (Public Act 553 of 1996), as amended.
- ◆ Communicate to Township elected officials, department heads, employees, and the public the formal Township Policy on Freedom of Information requests.