

VASSAR TOWNSHIP

**RESOLUTION 15-2015 TO ADOPT FREEDOM OF INFORMATION ACT (FOIA)
PROCEDURES AND GUIDELINES, SUMMARY, AND ASSOCIATED FORMS**

At a special meeting of the Vassar Township Board, Tuscola County, Michigan, held on 12th day of June, 2015, at 12:00 p.m., the following resolution was offered by Bob Forbes and supported by Sam Tester.

WHEREAS, the Township will be in receipt of Freedom of Information Act (FOIA) requests for public records which must be responded to in accordance with the Freedom of Information Act MCL 15.231 *et seq.*; and

WHEREAS, pursuant to Public Act 563 of 2014, which served to amend Michigan FOIA law, it is necessary to establish FOIA procedures and guidelines, a summary of the procedures and guidelines, and a standard form for detailed itemization of any fee amount.

NOW, THEREFORE, BE IT RESOLVED that the Vassar Township Board hereby adopts the attached Freedom of Information Act Procedures and Guidelines, Summary of FOIA Procedures and Guidelines, FOIA Cost Itemization Worksheet, Request for Public Record Form, and other FOIA forms; and

BE IT FURTHER RESOLVED that the Vassar Township Board hereby authorizes and directs the Township FOIA Coordinator to implement the use of these FOIA policies and forms effective July 1, 2015.

ROLL CALL VOTE

AYES: Tester, Gray, Forbes

NAYS: Clinesmith, Stack

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED.

The undersigned Township Clerk hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the Vassar Township Board at a meeting held on the 12th day of June, 2015 in compliance with Act No. 267 of the Michigan Public Acts of 1976.

Michael Clinesmith,
Vassar Township Clerk