

PENTWATER TOWNSHIP LIBRARY

FOIA POLICY ESTABLISHING A PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS

The Pentwater Township Library Board of Trustees hereby adopts the following FOIA Policy Establishing a Procedure for the Public Inspection and Copying of Public Records. The policy shall be as follows:

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the Pentwater Township Library FOIA Coordinator.
3. Any requests made pursuant to Michigan's Freedom of Information Act, P.A. 442 of 1976, as amended, shall be made to the FOIA Coordinator and shall be subject to the statutory requirements of said Act.
4. If a verbal request is made, the FOIA Coordinator shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The FOIA Coordinator may require the requesting party to counter sign the checklist to indicate compliance with the verbal request.
6. The FOIA Coordinator shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable pursuant to the schedule of charges established by the Library Board.
8. If the request is for inspection of public record, the FOIA Coordinator shall respond in a timely manner, not to exceed five (5) business days from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.

9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the FOIA Coordinator. The place designated for the requested inspection shall be the Library Office or the location where said public records are officially retained.
10. The FOIA Coordinator shall allow such inspection between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, unless mutually agreed to by the FOIA Coordinator and the requesting party.

Ayes: *Cynthia Maguire, Joan LundBorg, Valerie Church-McHugh
 Andrea Flynn*

Nays: --o --

Absent: *t IC/,,AJ, u.-'d. ; Afav1 & <-r*

I **HEREBY CERTIFY** that the above policy was duly passed and adopted by the Pentwater Township Library Board of Trustees, Oceana County, State of Michigan, at a regular meeting held in the Pentwater Township Library on November 21, 2017.

Joan Heckert Wegner, Reo ing Secretary

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Date