

Sherman Township, Osceola County, MI
Resolution to Establish FOIA policy and procedure #20150609

Whereas, the State of MI has amended and changed the laws of the state in regards to Freedom of Information and such changes are set to take effect on July 1, 2015,

Now, Therefore, Be it resolved that:

1. Sherman Township, Osceola Co. MI will from hence forth use and administer all responses to FOIA (Freedom of Information Act) requests following the pattern and using the forms as supplied and published on the MTA (MI Townships Association) website and in forthcoming printed materials. (A copy of such materials in their current presentation is attached to this resolution.) And will use the most current of said materials without changes to this resolution.

2. The amounts which Sherman Township, Osceola Co. MI will charge requestors will also conform to the guidelines as set forth in the MTA resources and will incorporate the following base rates:
 - * cost per copied or printed page 10¢ each side,
 - * mailing of requested items exact costs of packaging supplies and postage including delivery conformation at the lowest rate available,
 - * hourly wage to research and copy the amount paid per hour to the lowest paid employee qualified to do the work calculated and billed in 15 minute increments starting after the first 30 minutes of work,
 - * hourly wage to redact when a person, such as a lawyer, is contracted to do the redacting at a rate 6 times that of the current MI state minimum wage,
 - * hourly wage to staff the township hall when the FOIA request includes the requestor personally viewing the records requested at the amount paid per hour to the lowest paid employee qualified to do the work calculated and billed in 15 minute increments starting with the first minute of the predetermined mutually agreed appointment time even if the person(s) coming to view the records is late,
 - * thumb drives, CD's, etc. will be charged at the exact rate of the item as purchased for this purpose.

3. It is the policy of Sherman Township as a safeguard to our computer resources to use only thumb drives, CD's, or any other electronic means of storage that are new, unused items, purchased at the time of the request specifically for that request.

4. This resolution shall have immediate effect.

Motion made by Eggle . Seconded by Nemish .

Upon roll call vote the following voted

“Yes”: 5

“No”: 0

The Supervisor declared the resolution adopted.

Bethany Bolduc, Clerk

Certificate

I, Bethany Bolduc, the duly elected and acting Clerk of Sherman Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on June 9, 2015, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Bethany Bolduc, Clerk