Hersey Township

Public Summary of FOIA Procedures and Guidelines

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.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.osceola-county.org.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.

- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.

    o No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.osceola-county.org, and requested by mail at Hersey Township, PO Box 46, Hersey, MI 49639.

- Written requests may be delivered to the Township Hall in person or by mail: Hersey Township. PO Box 46, 112 W 2nd St., Hersey, MI 49639.
- Requests may be faxed to: (231)832-0875. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.