



STATE OF MICHIGAN
COUNTY OF NEWAYGO
BOARD OF COMMISSIONERS

At a regular session of the said Board held in the City of White Cloud, in said County,
on the 24th day of June 2015, the following Resolution was adopted:

RESOLUTION #06-019-15
ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES,
SUMMARY OF FOIA PROCEDURES AND GUIDELINES, AND FOIA RATES AND CHARGES

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq*, that require revision of the current FOIA Policy; and

WHEREAS, from time to time Newaygo County receives Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, "FOIA Procedures and Guidelines" and a "FOIA Policy Summary" to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

WHEREAS, the Board approves the per folio rate of \$.10 per page as reflecting the entity's incremental costs of duplication and a 20% benefit rate for labor rates charged as a fair and conservative estimate of its actual benefit labor expenses;

THEREFORE BE IT RESOLVED, the County Board of Commissioners of the County of Newaygo hereby designates, adopts, effective from and after July 1, 2015:

1. "FOIA Procedures and Guidelines," as attached including the FOIA Forms attached to these Policies and Guidelines; and
2. "Summary of FOIA Procedures and Guidelines" as attached and
3. The \$.10 per page and 20% benefit rates the entity's actual costs incurred with respect to FOIA compliance;
4. Empowers the FOIA Coordinator to determine the lowest waged employee capable of implementing the FOIA request and calculating the hourly wage rates and charges as provided in the FOIA Procedures and Guidelines.

BE IT FURTHER RESOLVED that copies of the "FOIA Procedures and Guidelines," including the attached FOIA forms, and the "FOIA Summary of FOIA Procedures and Guidelines" shall be posted on the entity's website.

BE IT FURTHER RESOLVED that the County Administrator is the FOIA Coordinator for the County of Newaygo.

BE IT FURTHER RESOLVED that this Resolution and all of its approved documents, policies and rates shall replace, modify and supersede all other inconsistent documents, rates and actions;

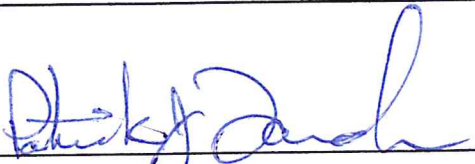
Motion by: Lethorn, Supported by: Ortwein, to adopt the foregoing Resolution.

The Ayes: Deur, Gardner, Johnson, Maike, Lethorn, Ortwein, Trapp

Nays: None

Absent: None

The Resolution was adopted.
June 24, 2015



Patrick Gardner, Chairperson
Newaygo County Board of Commissioners

STATE OF MICHIGAN)
)
COUNTY OF NEWAYGO)

I, Andrew B. Robinson, the Newaygo County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Newaygo County Board of Commissioners at a regular session held on the 24th day of June 2015.



Andrew B. Robinson, Newaygo County Clerk