

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Board Governance
Policy Number: 11
Subject: **Freedom of Information Act**

Effective Date: 1/23/06
Last Revision Date: 03/03/16
Page: 1 of 3

Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) to:

1. Ensure that all persons, except those incarcerated in state or local correctional facilities, have access to full and complete information regarding the affairs of SCCMHA and the official acts of SCCMHA's public officials and public employees consistent with the Freedom of Information Act.
2. Process information requests in accordance with the Freedom of Information Act Public Act No. 442 of 1976 as amended, effective April 13, 1977.

Purpose

SCCMHA's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

SCCMHA acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. SCCMHA acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

SCCMHA will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. SCCMHA's policy is to disclose public records consistent with and in compliance with State law.

SCCMHA Governing Body has established written Policy and Procedures to implement the FOIA and will create a written public summary of the specific Policy and Procedures relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written summary will be written in a manner so as to be easily understood by the general public.

Application

This policy applies to all employees and programs of SCCMHA.

Review/Revision Dates:

| Date: | By: |
|----------|---|
| 2007 | Reviewed by Board |
| 11/7/07 | Reformatted |
| 3/28/11 | Reviewed by Governance Committee |
| 3/26/12 | Reviewed by Governance Committee |
| 6/24/13 | Reviewed by Governance Committee |
| 08/25/14 | Reviewed by the Board of Directors |
| 09/28/15 | Annual Review by the Governance Committee |
| 03/03/16 | Revised by Jamie Burke; Executive Assistant |
| 04/25/16 | Approved by the Board of Directors |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |