

**WASHINGTON TOWNSHIP**  
**Gratiot County, Michigan**  
**Resolution # 2024-001**

**RESOLUTION: FOIA – Procedures & Guidelines**

WHEREAS,

The Freedom of Information Act 442 of 1976 provides public access to certain public records of public bodies; to permit certain fees; to prescribe the powers and duties of certain public officers and public bodies; to provide remedies and penalties; and to repeal certain acts and parts of acts; and

WHEREAS,

Public Act 523 of 2018 prohibits anonymous FOIA requests; requires the requestor address written in compliance with United States Postal Service standards; requires telephone number or email address of the company's agent for Corporate entities requesting records; allows a 50% deposit on processing fees; allows townships to terminate FOIA requests that have been abandoned if deposit is not received within 48 days from the date of the deposit request letter; a new FOIA request is required to obtain any previously-requested public records that have not been destroyed; and

WHEREAS,

Per MCL 15.231 et seq. either the Requestor or the FOIA Coordinator will use the [Michigan Township Association FOIA Request for Public Records] to ensure the required information is obtained to meet PA 442 & PA 523 guidelines; and

WHEREAS,

Per MCL 15.234 et seq. the FOIA Coordinator will use the [Michigan Township Association FOIA Detailed Cost Itemization Form] when calculating charges in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234; and

NOW, THEREFORE, BE IT RESOLVED that

Washington Township agrees to enter into R-2024-001 FOIA Procedures and Guidelines.

The foregoing resolution offered by Board Member, Barbara Hoffer

Second offered by Board Member, Nancy Rogers

Upon roll call vote the following Township Board Members voted accordingly:

Supervisor, Howard Whaley YES  NO

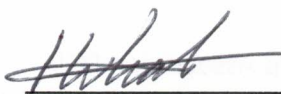
Clerk, Barbara Hoffer YES  NO

Treasurer, Kevin Whaley YES  NO

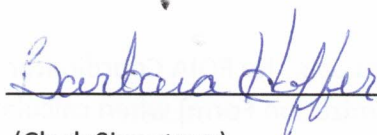
Trustee, Nancy Rogers YES  NO

Trustee, Eric Whitford YES  NO

The Supervisor declared the resolution adopted on February 15, 2024.

 15 FEB 24

(Supervisor Signature)



(Clerk Signature)