

LAPEER CONSTRUCTION CODE AUTHORITY

**RESOLUTION TO ADOPT FREEDOM OF INFORMATION ACT (FOIA)
PROCEDURES AND GUIDELINES, SUMMARY, AND ASSOCIATED FORMS**

At a regular meeting of the Board of Directors of the Lapeer Construction Code Authority (CCA), held on 25th day of June, 2015, at 6:00 p.m., the following resolution was offered by **ROBINET** and supported by **BOSKEE**.

WHEREAS, the CCA will be in receipt of Freedom of Information Act (FOIA) requests for public records which must be responded to in accordance with the Freedom of Information Act MCL 15.231 *et seq.*; and

WHEREAS, pursuant to Public Act 563 of 2014, which served to amend Michigan FOIA law, it is necessary to establish FOIA procedures and guidelines, a summary of the procedures and guidelines, and a standard form for detailed itemization of any fee amount.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CCA hereby adopts the attached Freedom of Information Act Procedures and Guidelines, Summary of FOIA Procedures and Guidelines, FOIA Cost Itemization Worksheet, Request for Public Record Form, and other FOIA forms; and

BE IT FURTHER RESOLVED that the Board of Directors of the CCA hereby authorizes and directs the CCA FOIA Coordinator to implement the use of these FOIA policies and forms effective July 1, 2015.

ROLL CALL VOTE

AYES: **ROBINET, BOSKEE, OCHADLEUS, CISCHKE**


NAYS:

ABSTAIN:

ABSENT: **JARVIS**

RESOLUTION DECLARED ADOPTED.

The undersigned Secretary of the Board of Directors of the CCA hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the Board of Directors of the CCA at a meeting held on the 25th day of June, 2015 in compliance with Act No. 267 of the Michigan Public Acts of 1976.


Thomas M Robinet
Secretary/Treasurer