

 ORGANIZATIONAL POLICY	GENERAL ADMINISTRATION APPLICATION: All Employees				
TITLE: Michigan Freedom of Information Act (FOIA)	RESOLUTION NUMBER RC21-410	SUPERCEDE RC98-036	EFFECTIVE DATE 11/02/2021	SUPERCEDE 01/20/1998	POLICY NUMBER ADMN-06

INTENT

The Washtenaw County Road Commission (WCRC) is a public body as defined under the Michigan Freedom of Information Act (FOIA), PA 442 of 1976. WCRC is required by law to provide public records by request unless those records are exempt from public disclosure under FOIA or some other statute.

The intent of this policy is to outline how WCRC will coordinate the release of public records when requested by members of the public.

PROCEDURE AND GUIDELINES

It is the policy of the Washtenaw County Board of County Road Commissioners (the WCRC Board) for WCRC to respond to all FOIA requests in a consistent, fair and even-handed manner regardless of who makes a request and to comply with state law in all respects.

Per PA 563 of 2014, WCRC is required to establish written procedures and guidelines for FOIA requests and make them publicly available. In addition, WCRC is required to compile a separate written summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests and explaining how to understand written responses, deposit requirements, fee calculations and avenues for challenge and appeal. These documents are available online at wcroads.org and as requested, paper copies will be provided free of charge.

WCRC is not obligated to create a record, list, compilation or summary of information which does not already exist. WCRC is also not obligated to analyze, organize or summarize existing information into a new format.

REPRESENTATIVES

By law, the managing director is the FOIA coordinator. The managing director will designate a FOIA coordinator and provide contact information in the procedures and guidelines and written summary.

In addition, the communications manager is authorized to act as a FOIA coordinator designee.

The designated FOIA coordinator is responsible for accepting and processing or denying requests for public records as outlined in the procedures and guidelines and PA 442 of 1976.

FUTURE REVISIONS

WCRC's written summary, procedures and guidelines and other FOIA related materials will be updated as needed to reflect changes in the law, internal practices, personnel, technology, etc.

The latest version of these documents will be available at wcroads.org and as requested, paper copies will be provided free of charge.