District Health Department No. 4
Freedom of Information Act Policy

Program: Administration **Number: 1.07.004**

Subject: Freedom Of Information Act **Supersedes: 3/19/19**

Effective date: 2/18/25

Policy: District Health Department No. 4 (DHD4) will ensure that all persons are granted full and complete information regarding the affairs of DHD4 as provided by the Michigan Freedom of Information Act (FOIA).

Principles:

1. **Statutory References:** The Board of Commissioners may establish a policy for implementation of the FOIA pursuant to MCL 15.231 et seq. (Public Act 442 of 1976) and in accordance with its general power under MCL 46.11(m) (Public Act 156 of 1851) to establish rules and regulations in reference to the management of the interest and business concerns of DHD4.
2. **DHD4 or County Legislative or Historical References**: None appropriate.
3. **Operational Guidelines- General**:
    a. **Coordinator:** In accordance with the FOIA, the DHD4 Health Officer shall be the DHD4 designated FOIA Coordinator. The DHD4 Health Officer may designate DHD4 officers, officials, or employees, and any other he/she deems appropriate, to be trained and to serve as FOIA Coordinators.
    b. **Procedures:** All FOIA Coordinators designated by the DHD4 Health Officer shall act in accordance with the FOIA and the procedures adopted pursuant to the Policy and shall use FOIA response forms and amendments thereto provided to them by DHD4 administration.
4. **Fees:** DHD4 shall chare fees for public records in accordance with MCLA 15.234 and the procedures adopted pursuant to this Policy.
5. **Operational Guidelines- Additional**: None appropriate.
6. **Exceptions:** None appropriate.
7. **Implementation Authority:** Upon adoption of the Policy, the Board of Health authorizes the DHD4 Health Officer to establish any procedures and guidelines that may be necessary for implementation.
8. **Periodic Review:** DHD4 Administration will review this Policy at least every two (2) years or following amendments to the FOIA, whichever occurs first, and will make recommendations to the Board of Health.

Forms: Procedures and Standards
FOIA Request Detailed Cost Itemization