

POLICY

Subject: FOIA (Freedom of Information Act)

Adopted: August 10, 2010

Amended: February 14, 2023

It is the policy of the Dickinson County Library that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to the public records of the Dickinson County Library. The people shall be informed so that they can fully participate in the democratic process.

The Dickinson County Library shall comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner.

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

The Dickinson County Library has established the following written procedures and guidelines to implement the FOIA and will provide a written public summary of the specific procedures and guidelines on 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 public summary will be written in a manner so as to be easily understood by the general public.

The Dickinson County Library, pursuant to MCL 15.236, designates the Assistant Director for Finance as the FOIA Coordinator. If the Assistant Director for Finance is not available, the Library Director will complete the request.