

<b>MONTCALM CARE NETWORK</b> <b>611 North State Street, Stanton, MI 48888</b>	
SUBJECT: Freedom of Information Act (FOIA) Requests	Section: 4530
Effective Date: 1/26/16	Revised Date:
Version: 1	Status: Current

Montcalm Care Network (MCN) is a public body required by law to comply with the State of Michigan's Freedom of Information Act, Public Act 442 of 1976 (FOIA). It is MCN's policy to grant all persons, except those persons incarcerated in state or local correctional facilities, access to public records, unless those records are exempt from disclosure by law. MCN shall ensure uniformity of practice and procedures in releasing public records and the charging of fees to process Freedom of Information Act (FOIA) requests, shall comply with the requirements of the FOIA, and shall make available the Policy and Procedure to the general public for free, and available on MCN's website.

A. Pursuant to the FOIA, an employee of MCN who receives a request for a public record shall promptly forward that request to the FOIA Coordinator.

B. The Executive Director may designate another individual to act on his or her behalf as the FOIA Coordinator in accepting and processing FOIA requests for MCN's public records, and in approving a denial pursuant to the FOIA.

C. The FOIA Coordinator shall ensure that MCN is processing the FOIA requests and shall ensure that the responses to the requests are provided in the time permitted by FOIA.

D. If MCN makes a final determination to deny all or a portion of a request, the requesting person may submit to the Executive Director of MCN a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

References:

Michigan Freedom of Information Act, MCL 15.231, *et seq*, Act 442 of the Public Acts of 1976, as revised.