RESOLUTION 23-11-16-2

FOIA (Freedom of information Act) Policy

At a regular meeting of the RVSC Board held on November 16, 2023, the approval of the following policy was offered by Member Alvarez and supported by Member King.

If the public requests records from RVSC, FOIA Request for Public Records Form is available at the Center.

Not all records are required to be released under the FOIA. The FOIA authorizes agencies to withhold information when they reasonably foresee that disclosure would harm protected interest. Documents deemed accessible to the public that are exempt may include but are not limited to:

1) Privileged information of internal personnel issues
2) Personal communications
3) Attorney-client Privilege
4) Financial information that is confidential or privileged
5) Information that would violate HIPAA laws
6) RVSC client information

Upon roll call vote, the following voted:

Aye: Alvarez, Griffiths, King, Palen, Phillips, Polishuk, E. Rogers, S. Rogers, Schmidt,   Wagner, Wojtczak
Nay: None
Absent: Mansfield, Miller
Abstain: None

The policy was adopted and is effective on this date.

_____   _____
RVSC Board Secretary   RVSC Board President

RIVER VALLEY SENIOR CENTER

FOIA REQUEST FOR PUBLIC RECORDS

Michigan Freedom of Information Act, Public Act 441 of 1976, MCL 15.231, et seq.

Request No. _____   Date received: _____

Please Print or Type:

Name: _____

Phone:_____

Address: _____ _____ _____
                    Street   State   Zip Code

Documents readily accessible $No charge   Initial Charge $10 plus 10 cents per page

Delivery method – To be picked up at RVSC

Describe the public record(s) as specifically as possible. You may use this form and/or attach additional sheets:

_____

_____

I have requested a copy of records or the opportunity to inspect records pursuant to the Michigan Freedom of Information Act, Public Act 442 if 1976, MCL 16.231, et seq. I understand that RVSC must respond to this request within five (5) business days after receiving it, and that response may include taking a 10 business day extension. However, I hereby agree and stipulate to extend RVSC's response time for this request until: _____ (month, day, year).

_____ _____
Requestor's Signature   Date