

COMMUNITY MENTAL HEALTH AUTHORITY CLINTON-EATON-INGHAM COUNTIES SUBJECT: Freedom of Information Act SCOPE: All CMHA-CEI Employees and the public	POLICY: 2.1.17	REVIEWED	
	Page: 1 of 2	7/29/04	4/21/08
	<u>ISSUED BY:</u>	2/10/10	8/28/13
	<u>APPROVED BY:</u> Board of Directors		
	Effective Date: 9/8/03	Revised Date: 12/14/15	

I. PURPOSE:

To ensure uniformity of practice and procedures in releasing public records and the charging of fees to process Freedom of Information Act (FOIA) request. Further, CMHA-CEI to comply with the requirements of FOIA and that CMHA-CEI will make available the Policy and Procedure to the general public for free, and this Policy shall be available on CMHA-CEI's FOIA website.

II. POLICY:

Community Mental Health Authority – CEI 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 CMHA-CEI'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.

III. RESPONSIBILITIES:

- A. Pursuant to the FOIA, an employee of CMHA-CEI who receives a request for a public record shall promptly forward that request to the FOIA Coordinator.
- B. The Chief Executive Officer (CEO) may designate another individual to act on his or her behalf as the FOIA Coordinator in accepting and processing FOIA requests for CMHA-CEI's public records, and in approving a denial pursuant to the FOIA. The CEO designates the Senior Human Resources Specialist to act as the FOIA Coordinator.
- C. The FOIA Coordinator shall ensure that CMHA-CEI is processing the FOIA requests and shall ensure that the responses to the requests are provided in the time permitted by FOIA.
- D. If CMHA-CEI makes a final determination to deny all or a portion of a request, the requesting person may submit to the CEO of CMHA-CEI a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

IV. MONITORING AND REVIEW.

This policy shall be reviewed annually by the Chief Human Resources Officer. Compliance with this policy shall be monitored through internal quality improvement reviews and committees, and external reviews by accrediting organizations.