



## SHIAWASSEE HEALTH AND WELLNESS POLICY MANUAL

<b>Title:</b>	Freedom of Information Act
<b>Section:</b>	Administration
<b>Policy Number:</b>	2
<b>Issued By:</b>	Executive Assistant
<b>Approved by:</b> Board of Directors	<b>Effective Date:</b> 01/23/06
<b>Approved on:</b> 04/25/16	<b>Last Revision:</b> 01/21/18
	<b>Last Review:</b> 06/17/23
	<b>Annual Policy Statement Review:</b> 06/12/23

---

### POLICY STATEMENT:

It is the policy of Shiawassee Health and Wellness (SHW) to:

1. Ensure that all persons, except those incarcerated in state or local correctional facilities, have access to full and complete information regarding the affairs of SHW and the official acts of SHW's public officials and public employees consistent with the Freedom of Information Act.
2. Process information requests in accordance with the Freedom of Information Act Public Act No. 442 of 1976 as amended, effective April 13, 1977.

### PURPOSE:

SHW's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

SHW acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. SHW acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

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

SHW Governing Body has established written Policy and Procedures to implement the FOIA and will create a written public summary of the specific Policy and Procedures relevant to the general public regarding 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 summary will be written in a manner so as to be easily understood by the general public.

**APPLICATION:**

This policy applies to all employees and programs of SHW.

**COMPLIANCE:**

1. Internal: None
2. External: Freedom of Information Act Public Act No. 442 of 1976 as amended, effective April 13, 1977.

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
03/03/16	Revised	J. Burke
04/25/16	Approved	Board of Directors
01/21/18	Revised and reformatted for Agency name change	J. Burke