

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: FREEDOM OF INFORMATION
ACT (FOIA)**

SECTION NO: 3.01.00

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EFFECTIVE DATE: 2/25/08

PURPOSE/APPLICATION: To define the duties of the KCTA under the Michigan Freedom of Information Act (FOIA)

POLICY STATEMENT: The KCTA will ensure that all persons are granted full and complete information regarding the affairs of the KCTA as provided by the Michigan Freedom of Information Act (FOIA)

IMPLEMENTING PROCEDURES:

In accordance with FOIA, the ED/CEO will designate a FOIA Coordinator on his or her staff.

The FOIA Coordinator shall in accordance with the Freedom of Information Act use FOIA response forms and amendments hereto provided.

The KCTA shall charge fees for public records in accordance with MCLA15.234.

The KCTA FOIA Coordinator shall review this Policy at least every two years of following amendments to the FOIA, whichever occurs first and make recommendations for changes to the KCTA Board.

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REFERENCES:

Kalamazoo County Policies

APPROVAL:

KCTA Board Chair

KCTA CEO