

**HAMILTON TOWNSHIP  
VAN BUREN COUNTY, MICHIGAN**

**RESOLUTION ADOPTING UPDATED TOWNSHIP  
FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES**

WHEREAS, the Township Board of Hamilton Township (“Township”) deems it appropriate and in the interests of the Township to adopt an Updated FOIA Policy to comply with state law changes to the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended, which became effective July 1, 2015.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. FOIA Coordinator – The Township Clerk is the designated FOIA Coordinator for all Township FOIA Requests. The Township Clerk is authorized to designate an assistant(s) in order to respond to FOIA requests.

2. Procedures and Guidelines and Public Summary – The Township Board adopts the FOIA Procedures and Guidelines and Public Summary attached to this Resolution as the general procedures and guidelines to be followed for all Township FOIA requests.

a. Both the Procedures and Guidelines and Public Summary shall be available for viewing on the Township website at [www.hamiltontownshipmi.org](http://www.hamiltontownshipmi.org). Copies of these documents are available free of charge at the office of the Township Clerk.

b. Procedures and Guidelines and Public Summaries shall be amended, as necessary, by the Township Board in accordance with the Michigan Freedom of Information Act.

c. FOIA Forms - The Township Board adopts the attached FOIA forms to be utilized in connection with FOIA requests made to the Township:

Request for Public Records Form  
Waiver of Fee Form  
FOIA Extension Form  
Detailed Cost Itemization Form  
FOIA Appeal Form – Denial of Records  
FOIA Appeal Form – Excessive Fee  
FOIA Appeal Extension Form

d. Form Availability - The FOIA forms shall be available for viewing on the Township website at [www.hamiltontownshipmi.org](http://www.hamiltontownshipmi.org). Copies of FOIA forms to be utilized by the public shall be available free of charge at the office of the Township Clerk.

e. Form Amendment - The FOIA forms shall be amended as necessary by the FOIA Coordinator in accordance with the Michigan Freedom of Information Act, as amended.

f. Appeals – Appeals of both denials and excessive fees may be made to the Township Board. Appeals must be in writing and must contain the word “Appeal” along with the reasons for the appeal.

g. Record Retention - All FOIA requests, responses, and records shall be retained by the FOIA Coordinator for a minimum of one year.

3. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

4. This Resolution shall take effect \_\_\_\_\_.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon roll call vote the following voted “aye”:

Upon roll call vote the following voted “nay”:

None

The Supervisor declared the motion carried and the resolution duly adopted.

---

Rebecca Mott  
Township Clerk

**CERTIFICATE**

I hereby certify that the foregoing resolution was adopted at a regular meeting of the Hamilton Township Board held at \_\_\_\_\_ p.m. on \_\_\_\_\_, that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act of Michigan; that a quorum of the Board was present and voted in favor of the resolution by a roll call vote of said members as hereinbefore set forth; and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

---

Rebecca Mott, Clerk  
Hamilton Township  
52333 Territorial Road W  
Decatur, MI 49045  
Telephone: (269) 423-7852