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**Lansing Housing Commission
Policy 2010-4
Michigan Freedom of Information Act Policy**

Purpose:

This Policy is established to comply with the Michigan Freedom of Information Act ("FOIA"). Public Act 442 of 1976, MCL 15.231, et seq.

Overview:

All persons, except those incarcerated, consistent with the Michigan Freedom of Information Act ("FOIA") are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they may fully participate in the democratic process.

LHC shall comply with the State law in all respects and respond to FOIA requests in a fair and even-handed manner regardless of who makes such a request.

LHC acknowledges it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. It further acknowledges it is sometimes necessary to invoke the exemptions identified under FOIA to ensure the effective operation of government and to protect the privacy of individuals. LHC will protect the public's interest in disclosure, while balancing its obligation to withhold or redact portions of certain records.

LHC has established written procedures and guidelines to implement the FOIA and will create a summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to LHC. This also explains LHC's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary shall be written in a manner so as to be easily understood by the general public.

LHC, acting pursuant to the authority at MCL 15.236, designated the Executive Director as the FOIA Coordinator. He or she is authorized to designate other LHC staff to act on his or her behalf to accept, and process written requests for LHC's public records and approve denials.

If a request for a public record is received by a fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a LHC spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note, in the FOIA log, both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

LHC will make Procedures and Guidelines available without charge. A copy of this Policy and all Procedures and Guidelines must be publicly available by providing free copies both in LHC's response to a written request and upon request by visitors at LHC's main office.

Fees

Fees shall be charged in compliance with FOIA. LHC's FOIA procedures will specify the rates to be charged and the deposit/payment protocol. The Finance Division shall review and publish rates annually.

Reporting

In February of each year commencing in 2018, LHC shall submit an annual report (covering the most recent calendar year) to the Board of Commissioners of all FOIA requests received, fees received and costs incurred.