

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>Freedom of Information Act (FOIA) Request Policy</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 01.05.2016	<b>Related Policies:</b>
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Executive Support Specialist	<b>Review Date:</b> 09.10.2024	
<b>Page:</b> 1 of 2		<b>Revision Eff. Date:</b>	

### Purpose

It is the policy of Mid-State Health Network (MSHN) that all persons, except those incarcerated in a state or local correctional facility, are entitled to full and complete information regarding the affairs of government and official acts of those who represent them as public officials and public employees, consistent with the Michigan Freedom of Information Act (FOIA). Citizens shall be informed so they fully participate in the democratic process.

### Policy

MSHN’s policy with respect to FOIA request 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.

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

MSHN will protect the public’s interest in disclosure, while balancing the requirement to withhold or redact portions of certain records.

MSHN has established written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to MSHN, explaining how to understand MSHN’s written responses, deposit requirements, fee calculations, and an avenue for challenges and appeals. The public summary will be written in a manner so as to be easily understood by the general public.

### Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
  - MSHN’s CMHSP Participants:  Policy Only     Policy and Procedure
  - Other: Sub-contract Providers

### Definitions:

- CMHSP: Community Mental Health Service Program
- FOIA: Freedom of Information Act
- MSHN: Mid-State Health Network
- Public Record: A record required by law to be made and kept

**Other Related Materials:**

FOIA Procedure  
Request for Public Records Form  
Notice to Extend Response Time Form  
Notice of Denial of FOIA Request Form  
Appeal of Denial of Records Form  
FOIA Public Summary

**References/Legal Authority:**

Freedom of Information Act: **Act 442 of 1976**

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
08.17.2015	New Policy	Executive Assistant
03.2017	Annual Review	Executive Assistant
09.2018	Annual Review	Executive Assistant
01.2019	Annual Review	Executive Assistant
07.2019	Annual Review	Executive Assistant
06.2022	Biennial Review	Executive Assistant
05/2024	Biennial Review	Executive Support Specialist