

CHAPTER Administration	CHAPTER 01	SECTION 002	SUBJECT 70
SECTION Operations		DESCRIPTION Freedom of Information Act Requests	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) responds to all Freedom of Information Act (FOIA) requests.

STANDARDS:

- A. LCCMH follows the Michigan FOIA Act 442 of 1976.
- B. As a department of Lapeer County, LCCMH follows the FOIA policy and procedures established by the Lapeer County Board of Commissioners.
- C. LCCMH has designated the Customer Services Representative to act as the FOIA Coordinator for the agency.

PROCEDURES:

FOIA Requests Received by LCCMH:

- A. All FOIA requests received by LCCMH staff are submitted to the LCCMH FOIA Coordinator.
- B. The LCCMH FOIA Coordinator notifies the Chief Executive Officer (CEO) of the FOIA request.

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- C. The LCCMH FOIA Coordinator coordinates with the appropriate staff to gather the information requested or determine if the request cannot be fulfilled, based on the permitted FOIA exemptions.
- D. The FOIA Coordinator provides the appropriate information to the requesting individual, within the timeframes outlined by the Michigan FOIA.

FOIA Requests Received by Lapeer County

- A. The Lapeer County Board of Commissioners has designated the Lapeer County Assistant to the County Controller as the County FOIA Coordinator.
- B. The County FOIA Coordinator responds to all FOIA requests according to the Lapeer County FOIA Procedural Policy.
- C. LCCMH specific requests made to the County FOIA Coordinator may require consultation with the LCCMH CEO.

EXHIBIT:

Lapeer County Policy: FOIA Procedural Policy
Freedom of Information Act: Act 442 of 1976

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