

# Dorothy Hull Library – Windsor Township

## FOIA Policy

### Purpose

*The purpose of this policy is to outline the Dorothy Hull Library – Windsor Township’s response to Requests for information under the Michigan Freedom of Information Act (FOIA), 442 of 1976 as amended.*

It is the intent of the Dorothy Hull Library – Windsor Township to perform all business in an open and public manner.

### Authority

- The Windsor Charter Township Clerk is the FOIA Officer for requests of financial documents.
- The Library Director is the FOIA Officer for all other requests.

### Exemptions

This policy does not apply to any records that are exempt from disclosure such as, but not limited to:

- Specific personal information about an individual if the release would constitute a clearly unwarranted invasion of that individual’s privacy under the Library Privacy Act.
- Information subject to attorney-client privilege.
- Pending public bids to enter into contracts.

### Requests

- All FOIA requests shall be made in writing.
- All requests shall include sufficient detail to enable the FOIA Officer to locate records with reasonable effort.

### Fees

If the request requires more than 10 pages, there will be a charge of \$.20 per page.

Version	Adopted	Amended	Update Information
1	12-19-2024		