POLICY TITLE: FREEDOM OF INFORMATION ACT (FOIA)	POLICY # 1.4	REVIEW DATES	
Topic Area: GENERAL MANAGEMENT	**ISSUED BY:** Chief Executive Officer	4/19/19	3/3/20
		12/16/21	5/8/2025
Applies to: LRE		10/1/2026	
	APPROVED BY: Chief Executive Officer		
Developed and Maintained by: LRE Chief Executive Officer			
Supersedes: N/A	**Effective Date:** March 17, 2016	**Revised Date:** 5/8/2025	

I. PURPOSE

It shall be the policy of Lakeshore Regional Entity (LRE) that 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. LRE's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner. The people shall be informed so that they may fully participate in the democratic process.

II. POLICY

A. Lakeshore Regional Entity will comply with state law in all respects regarding the Freedom of Information Act and will respond to FOIA requests in a consistent, fair, and even-handed manner regardless of the requestor.

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

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

D. LRE 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 LRE, explaining how to understand LRE'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.

E. LRE will have a designated FOIA Coordinator. This person is authorized to designate other LRE staff to act on his/her behalf to accept and process written requests for the LRE's public records and approve denials.

III. APPLICABILITY AND RESPONSIBILITY

This policy applies to all LRE staff and operations.

IV. MONITORING AND REVIEW

This policy will be monitored and reviewed by the LRE FOIA Coordinator and LRE Executive Team on an annual basis.

V. DEFINITIONS

CMHSP: Community Mental Health Service Program
FOIA: Freedom of Information Act
LRE: Lakeshore Regional Entity
Public Record: A record required by law to be made and kept
Requestor: Person requesting documentation from the LRE via the Freedom of Information Act

VI. RELATED POLICIES AND PROCEDURES

A. FOIA Procedure
B. Document Forms:
    1. Request for Public Records Form
    2. Notice to Extend Response Time Form
    3. Notice to Denial Form
    4. Detailed Cost Itemization Form
    5. Appeal of Denial Form
    6. Appeal of Excess Fee Form

VII. REFERENCES/LEGAL AUTHORITY

A. Freedom of Information Act: Act 442 of 1976

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
3/17/2016	Annual Review	Chief Executive Officer
4/19/2019	Annual Review	Chief Executive Officer
3/3/2020	Annual Review	Chief Executive Officer
12/16/21	Separated Policy and Procedure	Chief Executive Officer
5/8/2025	Removed CMHSPS and Provider Network	Chief Executive Officer