

**RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA)  
PROCEDURES AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND  
GUIDELINES FOR UPWARD TALENT COUNCIL**

**WHEREAS**, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq*, that require revision of the current FOIA Policy; and

**WHEREAS**, from time to time UPward Talent Council will receive Freedom of Information Act (FOIA) requests; and

**WHEREAS**, it is necessary to adopt, and to post online, “FOIA Procedures and Guidelines” and a “FOIA Policy Summary” to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

**THEREFORE BE IT RESOLVED**, the UPward Talent Council LEO Board hereby adopts, effective from and after July 1, 2015, the attached:

1. “UPward Talent Council FOIA Procedures and Guidelines,” including the FOIA Forms attached to these Procedures and Guidelines; and
2. “UPward Talent Council FOIA Public Summary of Procedures and Guidelines”;

**BE IT FURTHER RESOLVED** that copies of the “UPward Talent Council FOIA Procedures and Guidelines,” including the attached FOIA forms, and the “UPward Talent Council FOIA Public Summary of Procedures and Guidelines” shall be posted on the UPward Talent Council’s website.

**BE IT FURTHER RESOLVED** that Michelle Viau is the UPward Talent Council FOIA Coordinator per the designation by the UPward Talent Council Chief Executive Officer.

**BE IT FURTHER RESOLVED** that the attached UPward Talent Council FOIA Procedures and Guidelines, including the attached FOIA Forms, and the UPward Talent Council FOIA Public Summary of Procedures and Guidelines will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.