

**CITY OF EAST LANSING**  
**EAST LANSING CITY COUNCIL**  
**POLICY RESOLUTION 2018-14**

**RESOLUTION ESTABLISHING THE CITY MANAGER AS THE FREEDOM OF  
INFORMATION ACT (FOIA) COORDINATOR FOR THE  
CITY OF EAST LANSING AND REQUIRING THE FOIA COORDINATOR TO  
ESTABLISH AND PUBLISH THE CITY'S PROCEDURES AND GUIDELINES  
GOVERNING THE PROCESSING OF FOIA REQUESTS.**

WHEREAS, various departments of the City of East Lansing receive Freedom of Information Act requests ("FOIA requests"); and

WHEREAS, these FOIA requests must be responded to in adherence with the Freedom of Information Act, being MCL 15.231, *et seq* (the "Act");


NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST LANSING:

1. Pursuant to the authority granted by MCL 15.236(1) the City Manager is hereby designated the FOIA Coordinator for the City of East Lansing and is responsible for accepting and processing all FOIA requests in accordance with the Act and is authorized to exercise all authority provided to a FOIA Coordinator by the Act.
2. The City Manager shall, by written administrative order, set forth the City's policies, procedures and guidelines for accepting and processing FOIA requests in accordance with the Act.

BE IT FURTHER RESOLVED, that this Policy Resolution is effective immediately and shall be construed to affirm any prior action regarding FOIA requests or appeals in accordance with this Resolution.

BE IT FURTHER RESOLVED, that this Policy Resolution replaces Policy Resolution 2015-7, which is hereby repealed.

BE IT FURTHER RESOLVED, that the City Clerk shall forward a copy of this Resolution to all offices and departments of the City of East Lansing.

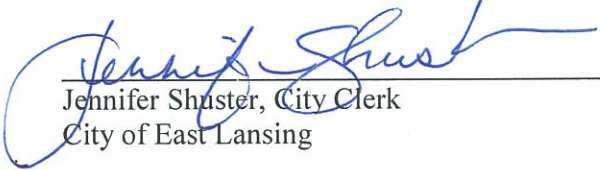
  
Mark Meadows, Mayor  
City of East Lansing

Moved by Councilmember: Beier

Supported by Councilmember: Draheim

YEAS: 3  
NAYS: 2  
ABSENT: 0

CLERK'S CERTIFICATION: I hereby certify the foregoing is a true and complete copy of a Resolution adopted by the City of East Lansing City Council at its regular meeting held on December 18, 2018, the original of which is a part of the Council minutes.



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Jennifer Shuster, City Clerk  
City of East Lansing