



Freedom of Information Act Requests

Board Approval: *R M Kelley, Chairman*

Date: 4/26/16

All requests for information under the Freedom of Information Act (FOIA) shall be made in writing to the Director of the Agency. The request must be specific and responded to within 5 business days. If a legal objection to providing the information is found, this must be communicated to the requestor within the 5-day period.

The Board of Directors approved charging \$20 per hour for research and the market rate for copies (for example at Staples Copy Center). Payment will be received prior to release of the information.

It is the policy of this agency to send all FOIA correspondence certified mail, return receipt requested unless delivered in person and signed for during normal business hours.