

Education Achievement Authority  
of Michigan  
Equity. Choice. Reinvention.

**RESOLUTION 2012-41  
ADOPTION OF PUBLIC RECORDS POLICY**

The Executive Committee of the Education Achievement Authority resolves:

1. That the attached Public Records Policy, drafted to maintain compliance with the Michigan Freedom of Information Act, MCL §15.231 *et seq.*, is approved and adopted for the Education Achievement Authority of Michigan (the "Authority");
  
2. That in the event any policy, part of a policy is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Committee, the remaining policies and parts of policies shall remain in full effect.

*Certification:*

I certify that this resolution was duly adopted by the Executive Committee of the Education Achievement Authority at a properly-noticed open meeting held with a quorum present on the \_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Legal Counsel  
Approved as to Form

**XXXX - PUBLIC RECORDS**

The Board of the EAA of Michigan recognizes its responsibility to maintain the public records of its operations and to make such records available for inspection and reproduction.

The public records of the EAA of Michigan include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the EAA of Michigan, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA).

Any person may make a written request for any public records of the EAA of Michigan directly to its FOIA Coordinator. The person may inspect, copy, or receive copies of the public record requested. The EAA of Michigan shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

The EAA of Michigan shall charge a fee for a public record search, the necessary copying of a public record for inspection, for providing a copy of the public record, searching, examining, reviewing, and deleting and separating exempt from nonexempt information, to the extent such acts result in "unreasonably high costs" to the EAA of Michigan. A search for a public record may be conducted or copies may be furnished without charge or at a reduced charge if the EAA determines that a waiver or reduction of the fee is in the public interest to the extent that the release primarily benefits the general public. If the costs associated with responding to a specific FOIA request are to exceed \$50.00, the EAA may request a good faith deposit, not to exceed fifty-percent (50%) of the total cost, prior to compiling the public records.

The Chancellor shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

Approved: \_\_\_\_\_

LEGAL REF: MCL 15.231 et seq.

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**RESOLUTION 2012-42  
AUTHORIZATION FOR CHANCELLOR TO IMPLEMENT ADMINISTRATIVE PROCEDURES  
AS NEEDED**

The Executive Committee of the Education Achievement Authority resolves:

1. That the Chancellor of the Education Achievement Authority is hereby authorized to implement all Administrative Procedures, as necessary, which are in furtherance of the Policies adopted by the Board.

*Certification:*

I certify that this resolution was duly adopted by the Executive Committee of the Education Achievement Authority at a properly-noticed open meeting held with a quorum present on the \_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Legal Counsel  
Approved as to Form