



**Kalamazoo County Land Bank  
Freedom of Information Act (FOIA)  
Policy**

Adopted: August 11, 2016

**POLICY**

The Kalamazoo County Land Bank will ensure that all persons are granted full and complete information regarding the affairs of the Land Bank as provided by the Michigan Freedom of Information Act (FOIA)

In accordance with FOIA, the Kalamazoo County Land Bank Executive Director shall be designated as the FOIA Coordinator. The Executive Director may designate an employee to serve as the FOIA Coordinator.

**Fees:** Kalamazoo County Land Bank has determined that in instances where response time is 20 minutes or more, it would result in unreasonably high costs to Kalamazoo County Land Bank if the Land Bank did not charge a fee. Therefore, labor costs will be charged for each response where retrieval separation and/or redaction time is 20 minutes or more in accordance with Sec 4 of the Act.

**References:** Act 442 of 1976 (MCL 15.231 et seq.)



**Kalamazoo County Land Bank  
Freedom of Information Act (FOIA)  
REQUEST FOR PUBLIC RECORD**

Adopted: August 11, 2016

**1. Requestor Information**

\_\_\_\_\_  
Name (Please print) Phone

\_\_\_\_\_  
Mailing Address City State Zip

**2. Name of Public Record Requesting**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Do you wish to:**
- Examine the record in the Land Bank office?
  - Receive a copy via mail? (Copy and postage charges may apply)
  - Receive a copy via email? Email: \_\_\_\_\_
  - Receive a copy via fax? (Limit 20 pages) Fax: \_\_\_\_\_

Please sign and date this form when complete. Please return to Kalamazoo County Land Bank.  
Email : landbank@kalamazoolandbank.org Fax: 269-216-6345 Mail: 1523 Riverview Drive, Suite A, Kalamazoo, MI 49004

\_\_\_\_\_  
Signature Date

**Office Use**

Staff receiving request: \_\_\_\_\_ Date: \_\_\_\_\_

Request:  Granted  Partially Denied  Denied