

Soil Erosion Program

Marquette County Conservation District
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MCCD SOIL EROSION PRORAM FOIA POLICY

Adopted by the MCCD Board of Directors on 12-20-99

Pursuant to the MFOIA, Act 442 of 1976, under Section 15.234, Sec. 4 (3), the following are the procedures and guidelines to implement this section:

1. Overall FOIA requests will be handled by the FOIA coordinator, who is the Part 91 Technician. In the absence of the Part 91 Technician, FOIA requests will go to the District Administrator.
2. Initial FOIA request letter, determination of applicability, initial records search, identification and retrieval of items requested in FOIA, and response letter will be handled by the Part 91 Technician.
3. Once items requested have been identified and retrieved by the Part 91 Technician, records will be given to the District Administrative Assistant for copying. District Administrator will fill in for Administrative Assistant if needed.