

**Freedom of Information Act – Addendum**

**TRAINING AND EDUCATING CURRENT AND FUTURE TOWNSHIP PERSONNEL**

Freedom of Information Act (FOIA) to which this addendum is to be attached was approved on July 21, 2015. This addendum to the policy states a commitment to keep all employees of the township informed and educated about future changes to the to the FOIA law.

All current and future Township Personnel will be trained as to the requirements of this policy. This training will occur no less than every four (4) years in the year of Presidential elections, or as needed to update all departments on this policy including any changes in the laws and/or related policies. Training will include what is expected with regards to a FOIA request. Department heads will be asked to ensure that such training occurs as needed for personnel in their departments. The following persons are responsible for the training: Township Supervisor, Clerk and Treasurer; the chairpersons of the Planning Commission and Zoning Board of Appeals; the Fire Chief, and Emergency Medical Services (EMS) Director. In addition, all contracted consultants hired to investigate, study and/or to make recommendations that will affect township policy, will receive a copy of this policy and be offered the same training as Township Personnel and, as part of any contractual agreement with the township, will be required to sign a form that their work and services will comply with the requirements of this policy. In addition they must agree that once they are no longer contracted with the township, they will turn over all documents in their possession related to Township business.

Motion by Windiate Seconded by Goossen

Roll call; Schultz y Windiate y Martel y Goossen y

Amos y Motion ✓ Passed \_\_\_\_\_ Failed \_\_\_\_\_

Aug 18, 2015 Date \_\_\_\_\_

Kathy Windiate, Clerk