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METRO FOIA Procedures

Introduction

Michigan's Freedom of Information Act ("FOIA") requires Metro to:

- Establish procedures to implement all of FOIA, not just the portions of FOIA regarding fees for labor.
- Create an "easily understood" written summary of the procedures that are relevant to the general public. The summary must explain:
 - How to make a written FOIA request; and
 - How to understand Metro's FOIA responses, deposit requirements, fee calculations, and appeals.
- Create a standard form for detailed itemization of fees.

References in these procedures to "Metro" mean the Central County Transportation Authority or Kalamazoo County Transportation Authority. Metro is the operating entity of the CCTA and the KCTA.

Who At Metro Handles FOIA Requests?

Executive Director or his designee is designated as the FOIA Officer. That officer may designate other individuals to fulfill the duties of the FOIA Officer position.

All Metro employees must forward FOIA requests to the FOIA Officer, and must endeavor to assist, guide, and cooperate with the FOIA Officer. If any Metro employee receives a FOIA request, that employee must direct it to the FOIA Officer upon receipt.

Other Procedures

The procedures include the contents of our summary and fee itemization form. Since the summary must include an easily understood description of procedures, the CCTA/KCTA board believes that it is unnecessary for the procedures to repeat what is otherwise stated in FOIA and the attachments. We will post these procedures on our Website (www.kmetro.com).