

EXHIBIT A

FREEDOM OF INFORMATION ACT POLICY

I. PURPOSE:

To adhere to the public policy of the State of Michigan that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act.

II. POLICY:

Upon a written request which describes the public record sufficiently to enable the Lansing Board of Water and Light (BWL) to find the record, a person has a right to inspect, copy or receive copies of a public record of a public body, except as provided by Section 13 of the Freedom of Information Act (FOIA).

III. RESPONSIBILITIES:

- A. Pursuant to the FOIA, an employee of a public body who receives a request for a public record shall promptly forward that request to the FOIA Coordinator.
- B. The public body may designate the public body's FOIA coordinator. The FOIA coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial pursuant to the FOIA.
- C. The FOIA Coordinator shall ensure that BWL is processing the FOIA requests and shall ensure that the responses to the requests are provided in the time permitted by the FOIA.
- D. If BWL makes a final determination to deny all or a portion of a request, the requesting person may submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial. The head of BWL for the purpose of the appeal is the General Manager.

IV. MONITORING AND REVIEW.

This policy shall be reviewed annually by the BWL's General Counsel. Compliance with this policy shall be monitored through internal quality improvement reviews and committees.