

Resolution of the Academy Board of Directors

Freedom of Information Act Coordinator

WHEREAS, the public school academy shall comply with the Freedom of Information Act.

BE IT RESOLVED, that _____ is the person hereby designated as the Academy's Freedom of Information Act Coordinator to assure compliance with the Freedom of Information Act.

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Academy Board of Directors at a properly noticed open meeting held on the _____ day of _____, _____, at which a quorum was present.

By: _____
Board Secretary

Date: _____

Notes & Instructions

1. The FOIA coordinator is not necessarily required to actually process FOIA requests (making copies, etc.) but is required to ensure compliance with the Act. This commonly means being notified of any request, determining the Academy's response, ensuring the Academy's compliance with the law, signing-off on the response, etc.
2. This resolution cannot name a "position," it is required to be person-specific.