

1. How do I submit a FOIA request to BCCMHA?

- A request must sufficiently describe a public record so as to enable BCCMHA to find it.
- Please include the words “FOIA” or “FOIA Request” in the request to assist BCCMHA in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by BCCMHA may be submitted on the BCCMHA’s FOIA Request Form, in any other form of writing (letter, fax, email, etc.).
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on BCCMHA’s website at www.barrycountyrecovery.com., and at BCCMHA’s Office, 915 West Green Street, Hastings MI 49058.
- Written requests may be delivered to the BCCMHA Office in person or by mail: Attn: Melody Rodgers, FOIA Coordinator, BCCMHA, 915 West Green Street, Hastings MI 49058
- Requests may be faxed to: (269) 948-9319. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
- Requests may be emailed to: foiarequest@bccmha.org. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.