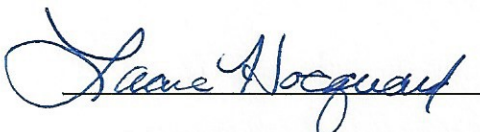


# Hersey Township

## POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF ASSESSING PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS.

1. Request for public inspection and copying of assessment records may be made verbally or in writing.
2. Said request may be directed to the township official or authorized individual responsible for said public records.
3. Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirement of FOIA.
4. If verbal request is made, the responding township official or authorized individual shall prepare a checklist of item or records requested to be copied or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The responding township official or authorized individual may require the requesting party to counter sign the checklist to indicate compliance with the verbal request.
6. The township official or authorized individual shall be responsible for the production of requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township board.
8. If the request is for the inspection of assessment public records, the responding township official or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time, and place when said public inspection of the requested assessment public records shall take place.
9. The establishment of the date and time of public inspection of the requested assessment public records shall be at the discretion of the responding township official or authorized individual. The place designated for the requested public inspection shall be the Township hall or the location where said assessment public records are officially retained.
10. The responding township official or authorized individual shall allow such inspection by contacting Michael J. Richmond, Township Assessor at 269-352-8994 to make arrangement for the inspection of said assessment public records, unless other arrangements mutually agreed to by the responding township official/city and/or authorized individual and the requesting party

Adopted: August 15, 2017, at the regular meeting of the Hersey Township Board.



Laane Hocquard, Township Clerk