

SUMMERFIELD TOWNSHIP

POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF COSTUMARY BUSINESS HOURS

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the Summerfield Township Clerk and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 4) If a verbal request is made, Summerfield Township Clerk and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 5) The Summerfield Township Clerk and/or authorized individual may require the requesting party to counter sign the checklist to indicate compliance with the verbal request.
- 6) The responding Summerfield Township Clerk and/or authorized individual shall be responsible for the production of the 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 Summerfield Township Board.
- 8) If the request is for inspection of public record, the Summerfield Township Clerk and/or authorized individual shall respond in a timely manner, not to exceed 5-business day, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 9) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the Summerfield Township Clerk and/or authorized individual. The place designated for the requested inspection shall be the Summerfield Township Hall 26 Saline St., Petersburg, Michigan.
- 10) **The Summerfield Township Clerk and/or authorized individual shall allow such inspection between the hours of: Monday through Thursday from 9:00 a.m. until 1:00 p.m. unless mutually agreed to by the Summerfield Township Clerk and/or authorized individual and the requesting party. Records for Property Tax and Assessment records can also be obtained online at: www.BSASoftware.com. Assessment records can also be requested by email to the Assessor at: klieb@summerfieldtownship.org. The Assessor can also be reached at 734-347-2238 M-F 9 a.m. to 5:00 pm.**

ADOPTED: February 20, 2017 (Updated 3/10/2021)