

MILAN 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 Milan 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, MILAN 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 Milan 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 Milan 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 Milan Township Board.
- 8) If the request is for inspection of public record, the Milan 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 Milan Township Clerk and/or authorized individual. The place designated for the requested inspection shall be the Milan Township Hall 16444 Cone Rd., Milan, Michigan.
- 10) **The Milan Township Clerk and/or authorized individual shall allow such inspection between the hours of: Mondays 1:00 PM and 4:00 PM; Tuesdays from 9:00 a.m. until 12:00 p.m.; Thursdays 1:00 PM through 4:00 PM unless mutually agreed to by the Milan 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. You can also email the Assessor at: kjlieb@milantownship.org.**

ADOPTED: July 8, 2010