

EVANGELINE TOWNSHIP
Public Inspection of Records Policy
Policy Number 2023-03-14 B

**POLICY & PROCEDURE FOR PUBLIC INSPECTION & COPYING OF
PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS for
RECORDS PERTAINING TO BOARD OF REVIEW**

- 1) Requests for public inspection and copying of public records shall be made in writing.
- 2) Said request shall be directed to the township official and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act (FOIA), shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 4) The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
- 5) 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.
- 6) If the request is for inspection of public records, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed five (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 public records shall take place.
- 7) The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township Hall or the location where said public records are officially retained.
- 8) The responding township official and/or authorized individual shall allow such inspection during regular office hours as posted on the township's website, or if no regular hours then between the hours of 9:00 AM and 5:00 PM Monday through Friday, or at another time mutually agreed to by the responding township official and/or authorized individual and the requesting party.

Adopted at the Regular Meeting on March 14, 2023.

Signature:


Township Clerk