

Township Government of Powell

Marquette County

101 Bensinger

PO Box 319

Big Bay, Michigan 49808

Policy and Procedure Policy

PURPOSE: This policy covers the Public Inspection and Copying of Public Records in Lieu of customary business hours.

1. Requests for public inspection and copying of public records maybe made verbally and/or in writing.
2. Said request may be directed to the Powell Township official and/or authorized individual responsible for said 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 verbal request is made, the responding Powell Township Official 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 inspecting or copying.
5. The responding Powell Township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding Powell Township official and/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 Powell Township Board.
8. If the request is for inspection of public records, the Powell Township official and/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 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 responding Powell Township official and/a authorized individual. The place designated for the request inspection shall be the Powell Township hall or the location where said public records are official retained.
10. The responding Powell Township official and/or authorized individual shall allow such inspection between the hours of 9:00 am and 5:00 pm, Monday through Friday, unless mutually agreed to by the responding township Powell Township official and/or authorized individual and the requested party.

Motion made : Erickson 2nd Stanley

Ayes 4 Nays 0 Absent 1

I here by certify that the policy was adopted 6/25/18 by the township board.

Powell Township Clerk  Date: 6/25/18
Samantha Morin