

WELLS TOWNSHIP
MARQUETTE COUNTY, MI.

POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY 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 Wells Township Clerk or the Township Assessor 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, the Wells Township Clerk or the Township Assessor 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 Wells Township Clerk or the Township Assessor may require the requesting party to countersign the checklist to indicate compliance with the verbal request.
6. The Wells Township Clerk or the Township Assessor 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 Wells Township Board.
8. If the request is for inspection of public record, the Wells Township Clerk or the Township Assessor shall respond in a timely manner, not to exceed seven (7) business days, from the date of said request. Said request 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 at the discretion of the responding Wells Township Clerk or the Township Assessor. The place designated for the requested inspection shall be the Wells township Hall or the Assessors' Office where said public records are officially retained.
10. The Wells Township Clerk or the Township Assessor shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the Wells Township Clerk or Township Assessor and the requesting party.

The Wells Township Board at its regular meeting on March 9, 2015 adopted this Policy and Procedure for the Public Inspections and Copying of Public Records in Lieu of Customary Business Hours.

Motion made by Emily Bance, seconded by Patti Manninen
to adopt the foregoing Policy and Procedure. The following votes were aye 5 nay 0.

The Supervisor declared the motion carried and the Policy and Procedures duly adopted.

March 09, 2015

Patti Manninen
Patti Manninen, Clerk
Wells Township Board