

FREEMAN TOWNSHIP

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FREEMAN TOWNSHIP POLICY REGARDING THE INSPECTION OF PUBLIC RECORDS, INCLUDING PROPERTY TAX RECORDS

**Per Public Act 442 of 1976, *The Freedom of Information Act, (as amended)*
*MCL15.231 (et seq.)***

1. Requests for Inspection and Copying of records may be made verbally and/or in writing.
2. All such requests shall be directed to the Township Supervisor or the Township Clerk.
3. Upon receiving a request to "inspect" Public Records, the Township shall furnish the Requestor with a reasonable opportunity for inspection of said records. The normal hours of operation that records can be accepted will be the hours of the Township Clerk, as posted, except when a particular day is recognized as a legal holiday, or in bad weather. A requestor may also arrange an appointment for other times.
4. A requestor does NOT have unlimited access to Township facilities and may be requested to view and inspect records at a specified table, and in view of Township Personnel.
5. A requestor shall be aware that only a pencil, NO pens or ink, may be used to take notes while around Township documents.
6. No person may remove books, records, or files from the Township Hall.
7. Township policy is to provide, free-of-charge, to any Property Owner, or to his/her duly authorized agent, his/her resp. Property Assessment Card on request. To request the Assessment Card of another person, there is a \$0.10 per page, copying fee. In order to access an assessment card, we must have the name, OR, parcel number, OR valid physical street address of the parcel. On occasion a request is made, for example: "Give me all the homes in the \$90,000 range?" We have no mechanism for keeping this type of information in this manner.
8. Commercial, Industrial and Utility Personal Property Records are deemed "*Confidential*" by State of Michigan statute, and are NOT available for public inspection. Also, Poverty Exemption Requests, Disabled Military Veteran Exemptions, Principle Residence Exemption and Employee Records information are subject to "redaction" of certain information which includes, but may not be limited to, Social Security Numbers, V.A. Case Numbers, names of minor children, etc. The Township, therefore asks that any requestor file a written FOIA request with at least three (3) days advanced notice.

(August, 2017)

FREEMAN TOWNSHIP IS AN EQUAL OPPORTUNITY PROVIDER