

# Arvon Township

## Public Inspection of Records Policy

### POLICY AND PROCEDURE FOR PUBLIC INSPECTION & COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS

1. Requests for public inspection and copying of public records may be made in writing.
2. Said request may 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 FIOA Coordinator (Twp Clerk) 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 the 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 request 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 at any other time mutually agreed upon by the responding township official and the requesting party.

Motion to accept the policy was made by Kristel Chason, supported by Robert Janda.  
Ayes, 5. Nays, 0. Motion carried.

I, Lisa Marinich, Arvon Township Clerk, hereby certify that the above policy was approved at the Regular Meeting of the Arvon Township Board of Trustee held on Monday, January 6, 2025 at the Arvon Township Hall located at 20986 Park Rd Skanee, MI 49946

Lisa Marinich  
Lisa Marinich, Arvon Township Clerk