

**ST IGNACE TOWNSHIP**  
**Public Inspection of Records Policy**

**POLICY & 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 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 office hours are posted 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.

**Motion to accept Policy offered by** Oja **;** **supported by**  
Tina **. Unanimous vote to approve.**

**Adopted at the Regular Meeting on** 3/20/24

**Signature:** Sheri Oja  
St. Ignace Township Clerk