

Public Inspection and Copying of Public Records
Resolution No. 4-06

WHEREAS, the adoption of guidelines for Policy and procedure for Public Inspection and Copying of Public Records in lieu of customary business hours is within the purview of the township board; and

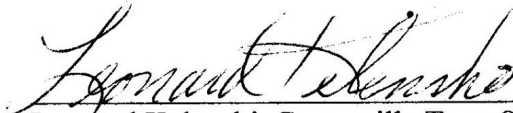
- 1) Requests for public inspection and copying of public records may verbally and/or in writing. The requests may be directed to the township official responsible for said public records.
- 2) Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator (Twp. Supervisor) and subject to the statutory requirements of FOIA.
- 3) If verbal request is made, the responding township official 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. The responding township official may require the requesting party to counter sign the checklist to indicate compliance with his or her request.
- 4) The responding township official and /or authorized individual shall be responsible for the production of the requested copies and requesting party may be billed for the copies and preparation time pursuant to the schedule of charges established by the Township Board.
- 5) If the request is for inspection of public record, the responding 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 public inspection of the requested public records shall take place.
- 6) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and / or authorized individual. The place designated for the requested inspection shall be the Township Hall or location where public records are officially retained.
- 7) The responding township official shall allow such inspection between the hours of 9:00 AM and 5:00PM, Monday through Friday, unless mutually agreed by all parties to another convenient time.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Township Board and responding Township Officer shall follow the above stated policy and FOIA guidelines in granting or denying an exemption, unless the board determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member Joe Czerniak and supported by Board Member Katrina Pleva.

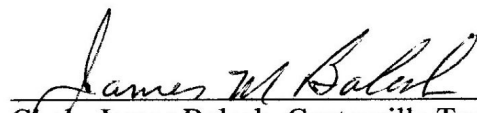
Upon roll call vote, the following voted: 5- "Aye", 0- "nay".
Continued:

The Supervisor declared the resolution adopted.


Leonard Kelenski, Centerville Twp. Supervisor.

Clerk

I, James Balesh, the duly elected and acting Clerk of Centerville Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on: December 13, 2006, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.


Clerk, James Balesh, Centerville Twp.