

**POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND
COPYING OF ASSESSMENT RECORDS**

- 1) Requests for public inspection and copying of public records may be made verbally or in writing to the city official responsible for coordinating requests under the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.*
- 2) If a verbal request is made, the responding city official shall prepare a checklist of the records requested to be copied and/or inspected. The listing shall be presented to the requesting party on the date set for inspection or copying.
- 3) The responding city official may require the requesting party to sign the check list to indicate compliance with the verbal request.
- 4) The responding city official 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 a fee schedule set by the City Commission from time to time.
- 6) The responding city official shall respond to requests in a timely manner. The response shall indicate the date, time and place when public inspection of the requested public records shall take place.
- 7) The responding city official shall have discretion to establish the date and time of the record inspection, and to limit the length of the inspection in order to prevent unreasonable interference with city functions.
- 8) Record inspection shall occur at Mt. Pleasant City Hall or in the location where the public records are officially retained, as determined by the responding city official.
- 9) A person conducting a record inspection may not mark the City's records with a pen, pencil, or otherwise.
- 10) All inspections of public records shall take place between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, unless mutually agreed to by the responding city official and the requesting party.