

**Lincoln Township
Policy and Procedure for the Public Inspection
and Copying of Public Records**

Said policy and procedure shall include, but not be limited to:

- a. Requests for public inspection and copying of public records may be made verbally and/or in writing.
- b. Said requests may be directed to the township official and/or authorized individual responsible for said public records.
- c. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- d. If a verbal request is made, the responding township official and/or authorized individual 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.
- e. The responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- f. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
- g. 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.
- h. 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 day, 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.
- i. 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 the location where said public records are officially retained.
- j. The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.