

**BENTON CHARTER TOWNSHIP  
COUNTY OF BERRIEN, STATE OF MICHIGAN**

**RESOLUTION ADOPTING POLICIES AND PROCEDURES FOR THE PUBLIC INSPECTION AND COPYING  
OF ASSESSING RECORDS**

**WHEREAS**, Benton Charter Township, requests to approve the policy and procedure for the public inspection and copying of assessing records per State of Michigan State Tax Commission requirements.

**WHEREAS**, a copy of the resolution is to be posted on public bulletin board.

**WHEREAS**, policy and procedure for the public inspection and copying of assessing records is as follows:

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the Township Assessor or otherwise authorized individual for said assessing records.
3. 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.
4. 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.
5. 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.
6. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
7. 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.
8. 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 10 business days from the date of the request.
9. 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 designed to the requested inspection shall be at the Benton Charter Township Hall.
10. The responding township official and/or authorized individual shall allow such inspection between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday.

Moved by Clerk Carolyn Phillips and supported by Trustee Carolyn Fowler that the forgoing resolution be adopted this 6<sup>th</sup> day of October, 2015 by the Benton Charter Township Board, County of Berrien, State of Michigan.

**AYES:** Supervisor Kevin White, Clerk Carolyn Phillips, Trustees Calli Berg, Carolyn Fowler, Rosie Hudson & Cathy Yates

**NAYS:** None

**ABSENT:** Treasurer Debra Boothby

**ABSTAIN:** None