

TOWNSHIP OF SOUTH ARM
Resolution No. 9-06
South Arm Township
Policy & Procedure of FOIA

South Arm Township policy and procedure for the public inspection and copying of public records in lieu of customary business hours was adopted at regular South Arm Township Board meeting on August 9, 2006. Present: Robert Christensen, Robert Draves, Lucille Malpass, Neil Olstrom and Anita Stephens. The following resolution was made by _____ and seconded by _____

Said policy shall include, but not limited to:

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 official and/or authorized individual responsible for said public 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 checklist 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 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 said public inspection of the requested public records shall take place.
9. 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.
10. The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00AM and 4:00PM, Monday through Thursday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.

YES: Robert Christensen, Robert Draves, Neil Olstrom, Lucille Malpass and Anita Stephens.

No: None

RESOLUTION DECALRED ADOPTED

TOWNSHIP OF SOUTH ARM

By: _____
Robert Christensen, Supervisor

I, the undersigned, the Clerk of the Township of South Arm, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Charlevoix County at its regular meeting held on the 9th day of August, 2006, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Dated: _____

Anita Stephens, Clerk