



POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS

- 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 city 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 (Jaime Wolters/Clerk) and shall be subject to the statutory requirements of FOIA.
- 4) If verbal request is made, the responding city 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 city 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 city 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 City Council.
- 8) If the request is for inspection of public record, the responding township/city 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/City Hall or the location where said public records are officially retained.
- 10) The responding township/city 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/city and/or authorized individual and the requesting party.

All Assessing Department FOIA requests follow the guidelines as set below for the City of Saugatuck.

CITY OF SAUGATUCK FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES & GUIDELINES

The following Freedom of Information Act Procedures & Guidelines ("Procedures & Guidelines") are established pursuant to Resolution No. 150526-A, adopted by the City Council of the City of Saugatuck ("City") on May 26, 2015. In addition, the City Council shall create, and make publicly available, a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the City and explaining how to understand the City's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The City will post the Procedures & Guidelines and the written public summary on the City's website at www.saugatuckcity.com.