

BEARINGER TOWNSHIP
PRESQUE ISLE COUNTY
STATE OF MICHIGAN

Resolution #007 - 2014

WHEREAS, to comply with Michigan's Freedom of Information MCL 15.233, 15.234, 15.444, MCL 750.492, MCL 211.10a. and Act, P.A. 442 of 1976, the Bearinger Township Officials agree to follow the State of Michigan, POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS.

THEREFORE, BE IT RESOLVED THAT, the Bearinger Township officials shall adopt the following procedures:

- 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 FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 4) If 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 record, the responding township official and/or authorized individual shall respond in a timely manner, not to

exceed five (5) business days, from the dated 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 9:00 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.

FEE SCHEDULE: for charge for Freedom of Information Act request (Resolution #08 – 2005).

TOWNSHIP OFFICIAL and/or AUTHORIZED INDIVIDUAL: shall be the Township Supervisor (Resolution #09 – 2010).

The foregoing Resolution offered by Bearinger Township Board Member

Archie J. Patterson II and supported by Bearinger Township Board Member Keitha Malaski.

Following is the roll call vote:

Ayes: Archie J. Patterson II, Kay Dowker, Beverly Rossetto, Keitha Malaski and John Malaski.

Nays: 0

On this date, September 9, 2014, the Township Supervisor declares the Resolution adopted.

Signature on file John Malaski, Township Supervisor

Signature on file Beverly Rossetto, Township Clerk