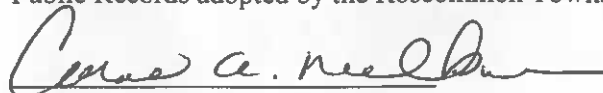


**ROSCOMMON TOWNSHIP  
POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION  
AND COPYING OF PUBLIC RECORDS**

- 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 (FOIA), shall be made to the Roscommon Township 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 Roscommon 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 Roscommon 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 8:30 a.m. and 4:30 p.m., Monday through Friday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party, is authorized.

**CERTIFICATION**

I hereby certify that the above is a true copy of Policy and Procedure for the Public Inspection and Copying of Public Records adopted by the Roscommon Township Board at a special meeting held on March 23, 2017.



Carie A. Milburn, Clerk  
Roscommon Township