

BIRCH RUN TOWNSHIP
AR #2015-02
GUIDELINES FOR PUBLIC INSPECTION OF
BIRCH RUN TOWNSHIP ASSESSING RECORDS

WHEREAS, the Township Board recognizes the right of all persons to inspect Birch Run Township assessing records as permitted through the Freedom of Information Act, Michigan Penal Code, and the General Property Tax Act.

THEREFORE, be it resolved that the following inspection policy is hereby adopted:

1. **PUBLIC ACCESS TO RECORDS:** The Township's assessing records, not otherwise exempt, shall be maintained so that the public may inspect them and receive copies of them.
 - Freedom of Information act, MCL 15.233, gives the public the right to inspect, copy, or receive copies of public records.
 - Michigan Penal Code, MCL 750.492, gives the public the right to inspect and examine records and files.
 - General Property Tax Act, MCL 211.10a, gives the public the right to inspect and copy all property assessment rolls and property appraisal cards.
2. **PROCEDURE FOR PUBLIC ACCESS TO RECORDS:** The following procedures shall be followed to provide access to real property assessing records (hereafter "Records").
 - a. The public shall have access to assessing Records Monday through Friday, from 9:00 a.m. to 12:00 p.m., and from 12:30 p.m. to 5:00 p.m., except on holidays which are observed by Birch Run Township.
 - b. Records will be inspected at the Birch Run Township office at the reception desk or upon prior arrangement in a conference room as determined by the Township.
 - c. To protect the Records from loss, unauthorized alteration, mutilation, or destruction, Township personnel may be required to attend the inspection of the Records.
 - d. **The use of pen and/or ink in making copies or notes is strictly prohibited while making a Records inspection.**

THEREFORE, BE IT FURTHER RESOLVED that the Birch Run Township Board and responding Township personnel shall follow the above stated policy and guidelines in granting access to assessing Records as provided in this Resolution.

Adopted: February 10, 2015
Revised: December 13, 2016
Revised: December 8, 2020