



**LEONI
TOWNSHIP**

ASSESSING DEPARTMENT

913 Fifth St. • Michigan Center, MI 49254

Phone: (517) 764-4694 • Ext: 5

Email: assessingdept@leontownship.com

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 township individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act (FOIA), shall be made to the FOIA coordinator (Clerk) 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 producing the requested copies.
- 7) The requesting party will be responsible for payment of copies and preparation time, if applicable, in line with the charges set forth by the Township Board.
- 8) If the request is for inspection of public records, 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 Office or the location where said public records are officially retained.
- 10) To discuss disputes related to the March Board of Review, individuals must schedule an appointment with the assessing department.
- 11) The responding township official and/or authorized individual shall allow such inspection Monday through Thursday from 7:30am to 5:00pm.
- 12) Emailed submissions must be directed to assessingdept@leontownship.com to ensure timely response. To arrange an in-person meeting with an official or employee of the assessor's office, for the purpose of discussing an inquiry, the following individuals are available by phone:
 - Melissa – (517) 936-2301
 - Kelsy – (517) 936-2297
 - Cary – (517) 936-2302
 - Main Line – (517) 764-4694 Ext: 5