

ROLLIN TOWNSHIP

MANITOU BEACH, MICHIGAN

Adopted June 11, 2014

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

A request for information regarding property issues, either verbal or written, will be referred to the Assessor.

Any requests made pursuant to Michigan's Freedom of Information Act shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA

An appointment can be made for those wishing to review and/or copy the assessor's public records. This review will take place at the office of the Assessor in the Township Hall.

The requesting party may be billed for copies and preparation time, if applicable according to the schedule of charges established by the township.

All requests for information will be handled in a timely and professional manner.