

**Kearney Township, Antrim County
4820 Aero Park Drive, P.O. 51
Bellaire, MI 49615
(231) 533-5719**

Public Inspection of Records Policy

Upon receiving a request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials and/or their designee(s) assisting with inspection of public records shall inform any person inspecting records that he/she cannot write or make any other marks on public records. Notes may only be taken on a separate sheet or sheets of paper.

The FOIA coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. Documents may be removed from the office of the custodian of those documents, with permission of that custodian, to accommodate public inspection of those documents. The official shall be given a receipt listing the records being removed.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis if the township will provide the original records for inspection. If exempt information must be blacked out, or to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection, a copy of the original record shall be provided for inspection. A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

A person cannot remove books, records or files from the place the township has provided for the inspection.