

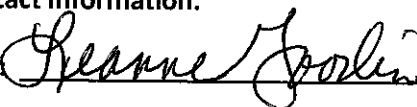
CITY OF PETERSBURG

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 City of Petersburg Clerk and/or authorized individual responsible for said public records.
- 3) 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.
- 4) If a verbal request is made, the City Clerk 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 City of Petersburg Clerk and/or authorized individual may require the requesting party to counter sign the checklist to indicate compliance with the verbal request.
- 6) The responding City of Petersburg Clerk 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 City of Petersburg Council.
- 8) If the request is for inspection of public record, the City of Petersburg Clerk 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 City of Petersburg Clerk and/or authorized individual. The place designated for the requested inspection shall be the City of Petersburg, 24 E. Center St., Petersburg, Michigan.
- 10) **The City of Petersburg Clerk and/or authorized individual shall allow such inspection between the hours of: Tuesdays between the hours of 9:00 a.m. and 1:00 p.m. unless mutually agreed to by the City of Petersburg Clerk and/or authorized individual and the requesting party. Records for Property Tax and Assessment records can also be obtained online at: www.BSASoftware.com. Assessment records can also be requested by email to the Assessor at: assessor@d-pcomm.net and the Assessor can also be reached by telephone Monday through Friday 9:00 a.m. until 5:00 p.m. at 734-347-2238. Visit www.petersburg-mi-com for additional contact information.**

ADOPTED: 3/15/21

City Clerk



Leanne Goodin