

**VERNON TOWNSHIP
ISABELLA COUNTY, MICHIGAN**

Resolution: Resolution 002-2018: Resolution to Enact a Public Inspection Policy Under the Freedom of Information Act Duly Adopted by Vernon Township on January 4, 2016 as Resolution 001-2016.

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. (the "Act"), provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, as a result of amendments to the Act, the Vernon Township Board adopted Resolution 001-2016 setting forth procedures and guidelines and a written public summary thereof on January 4, 2016, in order to continue to charge costs and fees for the provision of copies, and

WHEREAS, the Michigan Department of Treasury has deemed it proper to include a section in the Townships Freedom of Information Act procedures, guidelines and written public summary relating to the Public Inspection of Records.

NOW, THEREFORE, BE IT RESOLVED, that the Vernon Township Board approves and adopts the said language dealing with the Public Inspection of Records as a section to the Townships Freedom of Information Procedures & Guidelines ("Procedures & Guidelines"). The specific Public Inspection of Records language is attached as Exhibit A to this Resolution and is effective this day, March 5th, 2018. The Township Clerk shall post this addition to the Procedures & Guidelines on the Township's website and to take all other steps required by law in order that the Township may fulfill its duties and requirements.

BE IT FURTHER RESOLVED, that this resolution be adopted this 5th day March, 2018 and is properly adopted by the Vernon Township Board at its regular Board Meeting held on March 5th, 2018.

Moved by Board Member,

Ben Browning

Supported by Board Member,

Loren Cole

Upon a Roll call vote, the following voted:

J. Bean (Supervisor)	<u>Yes</u>
S. Allen (Treasurer)	<u>absent</u>
Loren Cole (Clerk)	<u>Yes</u>
B. Browning (Trustee)	<u>Yes</u>
Lee Cole (Trustee)	<u>Yes</u>

Total Aye Votes:

-4-

Total Nay Votes:

-0-

The Supervisor declared this resolution Adopted; Not Adopted.

Loren Cole, Clerk

Loren Cole

Exhibit A

Inspection of Records

Public Inspection of Records

Upon receiving a verbal 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, not less than four hours per day. 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, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The (*clerk, FOIA coordinator, other*) 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.

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

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. The official shall be given a receipt listing the records being removed. 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.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator will determine (*by policy, on a case-by-case basis, or both*) when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

Optional: A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.