

RESOLUTION: PUBLIC INSPECTION OF RECORDS

UPON RECEIVING 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.

NOW, THEREFORE, BE IT RESOLVED THAT THE PUBLIC INSPECTION OF RECORDS BE ADOPTED AND A MOTION WAS MADE AT THE DRUMMOND ISLAND TOWNSHIP REGULAR MEETING HELD ON NOVEMBER 3, 2015 THE FOREGOING RESOLUTION OFFERED BY BOARD MEMBER TISCHER AND SUPPORTED BY BOARD MEMBER POTTER. UPON ROLL CALL VOTE, THE FOLLOWING VOTED :

"AYE" 5


"NAY" 0

THE SUPERVISOR DECLARED THE RESOLUTION ADOPTED.


CLERK

CERTIFICATE

I, JOLENE KEMPPAINEN THE DULY ELECTED AND ACTING CLERK OF DRUMMOND ISLAND TOWNSHIP, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS ADOPTED BY THE TOWNSHIP BOARD OF SAID TOWNSHIP AT THE REGULAR MEETING OF SAID BOARD HELD ON NOVEMBER 3, 2015, AT WHICH MEETING A QUORUM WAS PRESENT, BY A ROLL CALL VOTE OF SAID MEMBERS AS HEREINBEFORE SET FORTH; THAT SAID RESOLUTION WAS OSREDERED TO TAKE IMMEDIATE EFFECT.


CLERK

DRUMMOND ISLAND TOWNSHIP

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.

DRUMMOND ISLAND TOWNSHIP OFFICE HOURS:

9 AM – 2 PM MONDAY – FRIDAY EXCEPT HOLIDAYS

Jolene Kemppainen, Drummond Island Township Clerk and FOIA
Coordinator jolenek@alphacomm.net

Tele: 906- 493-5321; Fax: 906-493-5404