

In a regular meeting of the Fremont Township Board, on April 24, 2012, the following policy and procedure was adopted, as an addition to the previously adopted FOIA policy. Fremont Township does not maintain a township hall, and any request for information may be directed to the clerk, at 989-866-2512, or email a request to [ml3153@winntelco.com](mailto:ml3153@winntelco.com). Written request may be mailed to Fremont Township Clerk, 2266 W. Blanchard Road, Mount Pleasant, MI 48858.

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

1. Request for public inspection and copying of public records may be made verbally and/or in writing.
2. Said request may be directed to the Fremont Township Clerk, Supervisor and other officials of Fremont Township responsible for said public records.
3. Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator (township clerk) and shall be subject to the statutory requirements of FOIA.
4. If verbal request is made, the responding official 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 responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding township official 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, at a rate of \$.50 per copy.
8. If the request is for inspection of public records, the responding township official 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 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 responding township official and/or authorized individual. The place designated for the requested inspection shall be determined by the township official/and or authorized individual and where said public records are officially retained.
10. The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.

042412-1 Adopted April 24, 2012  
Fremont Township, Isabella County, Michigan