

CITY OF DAVISON

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 official or authorized individual responsible for said public records (See names, locations & phone numbers on following page).
- 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 verbal request is made, the responding city official 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 city official or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- 6.) The responding city official or authorized individual shall be responsible for the presentation 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.
- 8.) If the request is for inspection of public records, the responding city official 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 responding city official or authorized individual. The place designated for the requested inspection shall be the location where the records are officially retained.
- 10.) The responding city official or authorized individual shall allow such inspection of records on hours, days & locations as stated on the following page unless mutually agreed to by the responding city official or authorized individual and the requesting party.

Signed

 Date 

CITY OF DAVISON

Business Hours Monday through Friday 8:00 a.m. – 4:00 p.m.

For assessing records please contact the Assessor:

Kimberly Feigley
200 E. Flint Street, Suite 2
Davison, MI 48423-1246
810-653-2191

For tax records please contact the Treasurer:

Julie Pray
200 E. Flint Street, Suite 2
Davison, MI 48423-1246
810-653-2191

For voting and all other records please contact the Clerk:

Andrea Schroeder
200 E. Flint Street, Suite 2
Davison, MI 48423-1246
810-653-2191