



PUBLIC RECORD INSPECTION OR EXAMINATION POLICY

Revised 2/25/2025

I. Purpose. The purpose of this policy is to establish such procedures as are necessary to comply with MCL 211.10a of the General Property Tax Act which requires the Township of Robinson to have available for inspection or examination and copying all property assessment rolls and property record cards during the customary business hours. The Public Records Inspection or Examination Policy sets forth the Robinson Township's policies and procedures regarding how requests for inspection of public records will be handled.

II. Policy. It is the policy of Robinson Township to accommodate all requests to inspect and examine public records under the custodian of said records and files during customary business hours

III. Protection of Records. In order to safeguard public records and avoid unreasonable interference with the discharge of Robinson Township functions, the following guidelines shall apply when requests are made to examine public records.

a. Records shall be made available for examination at the Robinson Township Hall, 12010 120th Ave. Grand Haven, MI 49417 during regular business hours, which are currently 9:00a.m.-12:00p.m. & 1:00p.m.-5:0p.m. Monday, Tuesday and Thursday. 1:00pm-5:00pm Wednesday, and at such locations and time as will permit supervision of the records examination by a member of Robinson Township staff.

b. During the examination of such records the custodian of such records will protect said records and files.

c. The officer shall prohibit the use of pen and ink in making notes on records and files. No books, records, and files shall be removed from the office of the custodian thereof, except by the order of the judge of any court of competent jurisdiction, or in response to a subpoena.

d. Fees. Applied the same as FOIA Policy.