

Township of Hamilton (Clare County)

3042 N. Rodgers Ave., Harrison, Michigan 48625

Phone: (989) 539-7943 **Fax:** (989) 539-3950

Website: www.hamiltontwp.us

Policy regarding the Inspection of Public Records, Including Property Tax Records

Per Public Act 442 of 1976, The Freedom of Information Act, (as amended) MCL 15.231 (et seq.)

1. Requests for Inspection and Copying of records may be made verbally and/or in writing.
2. All such requests shall be directed to the Township Supervisor, the Township Clerk or Township Treasurer.
3. A person shall be allowed to inspect public records during usual business hours, no more than four hours per day, or by appointment (reference hamiltontwp.us/directory). 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.
4. A requestor shall be aware that only a pencil, NO pens or ink may be used to take notes, while around Township documents.
5. No person may remove books, records or files from the Township Hall.
6. Township policy is to provide, free-of-charge, to any Property Owner, or to his/her duly authorized agent, his/her resp. Property Assessment Card on request. To request the Assessment Card of another person, there is a \$0.10 per page, copying fee. In order to access an assessment card, we must have the name, OR, parcel number, OR valid physical street address of the parcel. On occasion a request is made, for instance: "Give me all the homes in the \$90,000 range?" We have no mechanism for keeping this "type" information, in this manner.
7. Commercial, Industrial and Utility Personal Property Records are deemed "Confidential" by State of Michigan statute, and are NOT available for public inspection: and, Poverty Exemption Requests, Disabled Military Veteran Exemptions, Principle Residence Exemption and Employee Records information are subject to "redaction" of certain information which includes, but may not be limited to Social Security Numbers, V.A. Case Numbers, names of minor Children, etc. The Township, therefore asks that any requestor file a written FOIA request, with at least three (3) days advance notice. Thank you.

(July 2015)