

TOWNSHIP OF ARMADA
Policy and Procedure for the Public Inspection and
Copying of Public Records for Assessing & Tax Records
Adopted: 05/13/2015

Inspection of Assessing & Tax Records

Upon receiving a verbal/written request to inspect township assessing and tax records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of the records. There is a public access computer where people can search, review and print tax and assessing information.

A person shall be allowed to inspect public assessing and tax records during normal business hours, not less than four hours per day. Armada Township is open Monday thru Thursday from 9 am to 4 pm. The public does not have unlimited access to township offices or facilities. A person may be required to inspect records at a specified counter or table 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.

A person cannot remove books, records or files from the place the township has provided for the inspection.

Copies of Assessing & Tax Records

Photocopies of field cards will be provided free of charge to the property owner.

One record card per visit will may be provided free of charge.

Charges for copies of records shall be in accordance with the Armada Township FOIA Policy and Guidelines, a copy and summary of which may be found on the Township's website at: www.armadatwp.org.

Ayes: Smith, LeMieux, Swiacki, Goetzinger, Paterek

Nays: None



Mary K. Swiacki
Armada Township Clerk

Policy adopted by the Armada Township Board at its regular meeting on May 13, 2015